



Congestion Mitigation and Air Quality Improvement Program

CMAQ Project Application Information Booklet

CONGESTION MITIGATION
&
AIR QUALITY IMPROVEMENT PROGRAM
(CMAQ)

FISCAL YEAR 2012-2016

PROJECT APPLICATION
INFORMATION BOOKLET

Chicago Metropolitan Agency for Planning
233 South Wacker Drive, Suite 800
Chicago, Illinois 60606
www.cmap.illinois.gov

February 4, 2011

TABLE OF CONTENTS

A.	Application Checklist and Procedures	1
B.	Summary of CMAQ Program	4
C.	Eligible Projects	6
D.	Ineligible Projects	8
E.	Program Participation and Responsibilities	8
F.	Approval Process	13
G.	Implementation Process	16
H.	Contacts for Assistance and Additional Information.....	19
I.	Line by Line Instructions for Completing Forms	23
Attachments		
1.	TCMs from the 1990 Clean Air Act Amendments	40
2.	Listing of Resource Documents and Web Sites.....	41
3.	List of Preferred Abbreviations	43
4.	Federal Aid Project Flow Chart	44
5.	Programming Policies	46
6.	GO TO 2040 Focused Programming Approach	48

New for the FY 2012-2016 Application Cycle:

- Sponsors will describe how the proposed project implements GO TO 2040 and which regional, sub-regional, or local plan/program consistent with GO TO 2040 includes the proposal.
- Applications will be reviewed by one or more program focus groups.
 - Regional Transportation Operations Coalition (RTOC)
 - Bicycle/Pedestrian Taskforce
 - Ad Hoc Transit Group
 - Ad Hoc Emission Reduction Group
- A full five (5) years will be programmed

An Important Reminder:

- Locally sponsored project requirements for Subregional Planning Liaison review – see page 10.
- Applications that fail to submit one of the following will not be considered for funding.
 - A complete project financing and CMAQ funding request section on the first page of the application – see page 25
 - Input module worksheets – see page 37
 - Scoping Document – see page 11
 - GO TO 2040 Support – see page 4
- Applications now require a Project Milestone Schedule – see page 11

Questions? See contacts on page 19

A. Application Checklist and Procedures: What to do to meet the April 1, 2011 application deadline

1. Subregional Planning Liaison Review of Applications

All local project sponsors need to submit their applications to their subregional planning staff (listed on page 20) before submitting them to CMAP for consideration. The application materials are due to the subregional planning staff by **March 18, 2011**. The subregional planning staff will review the applications and will notify sponsors when information is missing or possibly insufficient. **If a locally sponsored application is not reviewed by the subregional planning staff, it will not be considered for funding.**

Local sponsors include municipal agencies, park districts, school districts, and townships as well as cities, villages, towns and townships.

The subregional Planning Liaisons work for one of the subregional Council of Mayors (page 21).

2. Project Scoping: *Project scoping now will reduce headaches later*

Completely scope out the project, keeping in mind federal design standards and requirements. A Project Scoping Report form is provided to assist in this effort. The Project Scoping Report is required for traffic flow improvement, commuter parking, and bicycle/pedestrian projects, including the detailed construction cost estimate. Sponsors with their own scoping report format that has been used successfully in preparing for federal projects may substitute that report. Projects with draft Project Development Reports that have been submitted to the IDOT Bureau of Local Roads and Streets need not be scoped separately for CMAQ purposes. **Failure to submit a project scoping document will result in an application not being considered for funding.**

Agencies that do not routinely engineer federally-funded transportation projects are strongly urged to use an engineer with significant experience in this area. They should also consult other municipalities or agencies that have completed similar federal projects. CMAP maintains a file of previously approved project applications that may be accessed based on similarity to the project type contemplated. A listing is available by calling Holly Ostlick at 312-386-8836 or on the CMAQ page on the CMAP web site, <http://www.cmap.illinois.gov/cmaq/default.aspx>. In addition, the IDOT Bureau of Local Roads and Streets (for highway and bicycle/pedestrian projects) and transit agencies (for transit-related projects) can offer guidance to potential sponsors'. See page 19 for a list of contacts.

3. Project's support of GO TO 2040 and aligned Plans and Programs

Starting with the FFY 2012-16 CMAQ project selection cycle, projects will be evaluated, in part, on their ability to help implement the goals and objectives of the region's adopted comprehensive plan, GO TO 2040. Applicants are asked to supply information on the relationship of their proposed project and GO TO 2040. Project proposals that are included in an adopted local, county or regional plan or program that supports GO TO 2040 are also encouraged. A supplemental form is included in the application materials. Your Council of

Mayors' planning liaison may be able to help you identify supportive connections to appropriate plans.

4. Project Readiness and Funding

The CMAQ Project Selection Committee encourages sponsors of proposed projects to identify/pursue full funding of their projects (from CMAQ and other sources) to decrease the amount of unfunded construction in the program. However, if you are just starting work on a project, you may apply for the project's engineering without applying for construction at this time. This would be especially appropriate for large, complicated projects for which multiple construction funding sources are expected. See page 26 for a discussion of project financing. Applications for projects that are nearly ready to go are encouraged. For non-transit projects this typically would mean projects that have received design approval. If you apply for engineering funds, be aware that CMAQ policies require you to commence engineering within the year for which funding is approved.

Sponsors should diligently pursue implementation of their project. The CMAQ Project Selection Committee expects that sponsors will begin obligating funds programmed in the year they are programmed. The CMAQ Project Selection Committee will review the progress of projects twice a year (May and October) and may take action to withdraw funding for projects that fail to progress.

Be aware that receipt of CMAQ funding for engineering alone in no way guarantees future CMAQ funding for implementation/construction.

Issues related to matching federal funds, project sponsorship, and jurisdiction should be resolved prior to submitting your application.

4. FY 2012-2016 CMAQ Application Completeness:

- ☐ a. A completed project application form, chosen from among the following:
 - i. Traffic flow improvement projects (intersection improvements and bottleneck elimination)
 - ii. Signal interconnects
 - iii. Transit projects
 - iv. Bicycle and pedestrian facility projects
 - v. Bicycle parking/bicycle encouragement projects
 - vi. Commuter parking projects
 - vii. Demonstration projects
 - viii. Diesel emission reduction projects
 - ix. Other projects
- ☐ b. Completed supplementary forms specific to the type of project:
 - i. Input Module Worksheets for the project location before and after the improvement. If applicable, include the Actuated Controller Properties page, and the Actuated Controller Coordination page (traffic flow improvement projects only). **Failure to submit the worksheets as required will result in an application not being considered for funding.**

- ii. A Pedestrian Facility Supplement (pedestrian projects only).
 - iii. A Commuter Parking Structure Supplement (parking structure projects only).
- ☐ c. A completed project scoping document, including a detailed construction cost estimate (traffic flow improvement, commuter parking and pedestrian/bicycle projects only).
Failure to submit the scoping document as required will result in an application not being considered for funding.
 - ☐ d. A completed project milestone schedule (bicycle/pedestrian facility, commuter parking and traffic flow improvement projects only).
 - ☐ e. A completed and signed Transportation Control Measure committal agreement form. This form should be signed by a person authorized to commit an agency to completing a project. Only one agreement per sponsor is required – multiple projects may use the same form.
 - ☐ f. A completed GO TO 2040 Support Information form.
Filling out this form may require the sponsor's coordination with sub-regional and regional staff and so should not be left until the last minute.

Additional background information is welcome, but is usually not necessary. Forms are included in the CMAQ FY 2012-2016 Project Application Information Packet. Additional packets are available by calling CMAP at (312) 386-8836 or on the web at the CMAQ page on the CMAP web site, <http://www.cmap.illinois.gov/cmaq/default.aspx>.

You are welcome to make copies of the forms for multiple projects. You may find it convenient to include information applicable to every application (contacts, sponsor name, etc.) before making copies. However, each person completing the forms should have a complete instruction and form packet.

5. Missing Application Information

Applications submitted that are missing any of the following sections will not be considered for funding.

- A complete **Project Financing & CMAQ Funding Request** section on page 1 of the main application form.
- The project **Scoping Document** for traffic flow improvement, commuter parking (includes parking decks), and bicycle/pedestrian facility projects only.
- The **Input Module Worksheet** for traffic flow improvement projects only.
- The GO TO 2040 Support Information form.
- Subregional planning liaison signoff certifying that applications from local agency sponsors have been reviewed for completeness.

CMAQ staff or the subregional planning liaisons will contact sponsors regarding any other missing information and the sponsor will have 30 days from contact to provide the missing information.

6. Application Format – your proposal will be copied into books, so:
 - ☐ Submit one copy only.
 - ☐ Submit materials in black and white, on 8.5 x 11, single-sided paper only.
 - ☐ Clip materials together, do not use bindings or covers.
7. Deadline - Project applications must be received at CMAP by 4:30 p.m. on April 1, 2011. If the sponsor of the project is a local sponsor the form must be received by the PL by 3/18/11 for review. The PL will submit to CMAP by 4/1/11
8. Send completed project applications to:
 - Holly Ostdick
 - Chicago Metropolitan Agency for Planning
 - 233 South Wacker Drive, Suite 800
 - Chicago, IL 60606

B. Summary of the CMAQ Program

The Congestion Mitigation and Air Quality (CMAQ) Improvement Program is a federally-funded program of surface transportation improvements designed to improve air quality and mitigate congestion. The CMAQ Program was created in 1991 as part of the Intermodal Surface Transportation Efficiency Act (ISTEA). Continuation of the program was authorized by the Transportation Equity Act for the 21st Century (TEA-21) in June 1998 and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in August 2005. The Catalog of Federal Domestic Assistance (CFDA) number for the CMAQ program is 20.205.

The Chicago Metropolitan Agency for Planning (CMAP) CMAQ Project Selection Committee selects CMAQ projects in northeastern Illinois, with subsequent approval by the Transportation Committee, Regional Coordinating Committee, CMAP Board and MPO Policy Committee. CMAP staff performs technical analyses of all projects. The Illinois Department of Transportation administers the program.

Northeastern Illinois is a moderate non-attainment area for the 8-hour ozone standard and a non-attainment area for annual fine particulate matter standard (PM_{2.5}). Therefore, federal guidance and the CMAQ Project Selection Committee give priority to projects that qualify as Transportation Control Measures (listed in Attachment 1). The CMAQ program can be an important vehicle to implement aspects of the region's adopted comprehensive plan, GO TO 2040 and the CMAQ Project Selection Committee will also give consideration in project evaluation to projects that have a strong link to GO TO 2040 and aligned regional and local plans and programs.

The overall goals of the CMAQ Program are to improve air quality and reduce congestion, as established in the Federal authorizing legislation. To carry out these goals, four objectives have been identified:

- **Localized Congestion Relief** – this will include projects aimed at reducing congestion through relieving both rail and roadway bottlenecks.
- **Operational Improvements** – this will include projects that reduce congestion by improving roadway, intersection, rail and transit operations.
- **Mode Shift** – this will include projects geared towards shifting travel from single-occupant vehicle travel to transit, non-motorized, and multiple-occupant modes.
- **Direct Emissions Reduction** – this will include projects geared directly towards reducing emissions through improving the efficiency of vehicles or switching to alternate fuels (e.g., diesel retrofits, GenSet technology, electric vehicles and support facilities for same).

To implement these goals, GO TO 2040 Implementation Action Areas particularly relevant to CMAQ programming have been identified. Please consider how your implements these action areas:

- Many elements of livability can be supported through planning for land use and housing, including: support for transportation options including walking, bicycling, and transit; and
- A limited number of major capital expansions on the expressway and transit systems should be pursued.

Note: While CMAQ funds have helped implement major capital projects in the past, and have funded portions of CREATE projects and large traveler information projects, it is anticipated that these projects will use CMAQ funding only in targeted circumstances – portions of the overall project that have significant air quality impacts, for example. (Portions of these projects are not eligible for CMAQ funding, so in most cases, relying solely on the CMAQ program is not feasible, even aside from their large funding needs.)

- Adopt best practices in new technologies
- Widely implement traveler information systems
- Establish seamless coordination between modes
- Include transit components as part of major highway capital projects
- Focus investment on maintenance and modernization (note that projects consisting solely of maintenance are not eligible for CMAQ funding)
- Prioritize and implement the CREATE Program
- Implement high-priority transit projects

Information on proposals that implement a county, local or sub-regional comprehensive plan that is consistent with GO TO 2040 will be provided to the CMAQ Project Selection Committee. A form is included in the application materials so that applicants may provide a narrative describing how their project will help to implement the local or sub-regional comprehensive plan and how that plan aligns with GO TO 2040.

The CMAQ program for northeastern Illinois consists primarily of capital projects. Capital projects involve vehicle procurement, construction or installation of new transportation systems, or improvements to existing transportation systems.

The Committee has programmed demonstration projects. Demonstration projects address or investigate new and innovative solutions to regional congestion and air quality problems.

C. Eligible Projects

Many projects are eligible for CMAQ funding; the CMAQ page on the CMAP website (<http://www.cmap.illinois.gov/cmaq/default.aspx>) contains a list of projects programmed to date in the region. The Federal Highway Administration makes the final determination of project eligibility following MPO Policy Committee approval of a program of projects.

Historically and again for this round, the CMAQ Project Selection Committee has directed that the call for projects be open to all eligible project types. However, the Committee may select few (if any) projects of some project types.

1. *Transit Improvements* - The CMAQ program finances various transit improvements:
 - i. *Transit System Start-up* - These projects are new rail systems, bus service or vanpools. Examples include the Orange Line to Midway and the North Central Service commuter rail line to Lake County. Operating expenses for new systems can be reimbursed for up to three years.
 - ii. *Transit Transfer Facilities* - These projects increase the convenience of transferring between transit services.
 - iii. *Transit Facility Improvements* - These projects enhance the existing transit system through adding or improving facilities such as stations.
 - iv. *Transit Service and Equipment* - These projects enhance the existing transit system through improvements such as increasing the frequency or operating speed of service on bus routes or rail lines. Operating expenses can be reimbursed for up to three years. Bus and bus engine replacements above and beyond standard fleet replacement schedules are eligible for CMAQ funding.
2. *Commuter Parking Facilities* - New or expanded park-n-ride or park-n-pool facilities. Parking structures may also be funded through the CMAQ program. Sponsors proposing parking structures need to supply additional information on the Commuter Parking Structure Supplement form.
3. *Traffic Flow Improvements* - The CMAQ program finances three types of traffic flow improvements:
 - a. *Bottleneck Eliminations* - These projects remove existing bottlenecks to traffic flow. Under current guidelines, a bottleneck is defined as a point along a roadway that restricts traffic flow. Road segments, even if relatively short, are not eligible. Bottleneck eliminations may be reviewed for eligibility on a case-by-case basis, since CMAQ funds cannot be used to fund “general purpose through lanes.”

- b. *Intersection Improvements* - These projects ease the flow of traffic through existing intersections without adding capacity. Such projects include addition of turn lanes (including continuous bi-directional left turn lanes) or traffic signal installation. Please note that signals to be installed with federal assistance must meet signal warrants. If the proposed signal is on the State highway system, IDOT will review the project sponsor's warrant study as part of the application process to verify that warrants are met. However, meeting signal warrants alone is not sufficient to merit award of CMAQ funds. Some projects may show no emissions benefits even though signal warrants are met, since signal warrants may take into account factors other than delay reduction. In addition, the specifics of the project design (e.g., signal timing) may reduce emissions benefits. Exhibit 10-15 in the *Highway Capacity Manual 2000* shows, at a minimum, the range (i.e., the stop control intersection ranges) in which emissions benefits should not be expected. However, intersections in the traffic signal control range may still not show emissions benefits.
 - c. *Signal Interconnects* - These projects reduce delays through a series of intersections by coordinating the signal phases, thereby reducing emissions.
- 4. *Bicycle and Pedestrian Facility Projects* - The CMAQ program finances both bicycle and pedestrian facilities that reduce automobile travel. Recreational facilities often do not make good CMAQ project candidates.
- 5. *Bicycle Parking and Bicycle Encouragement Projects* - These projects create or increase the availability of parking facilities for bicycles and promote the use of bicycles, thereby eliminating auto trips.
- 6. *Diesel Emissions Reduction Projects* - These projects reduce emissions from diesel engines through a variety of measures, including idle reduction, purchase of fuels that produce less emissions (beyond fuels required by law or regulation), retrofitting existing diesel engines with catalysts or filters, repowering vehicles with cleaner engines, or vehicle replacement. The engines may be in on-road vehicles (including utility vehicles such as garbage trucks and plows), off-road vehicles used in construction of highway projects, or locomotives used within the non-attainment area. Applications for diesel emission reduction projects on behalf of private rail road companies requires a 10 year minimum commitment that any equipment will remain in the region and the local match will be determined by the CMAQ Project Selection Committee after applications are received. In the past a 35 percent minimum contribution was required from private railroads. During this application cycle the potential for a higher match will be considered. As with other projects, an application that proposes a match at a higher rate is favorably looked upon.
- 7. *Other Projects* - These projects do not fit into the above categories, but result in emissions reductions and are otherwise eligible for CMAQ funds. Examples have included the Illinois Environmental Protection Agency's Ozone Alert public information program, rideshare incentive programs and interoperable emergency communications equipment.

8. *Cold Starts* - Programs to reduce motor vehicle emissions caused by extreme cold start conditions. Cold Start proposals should be submitted on an “Other” application form.

D. Ineligible Projects

1. *Transit operations (other than the first three years)* – Transit operating expenses may be eligible for CMAQ funding for the first three years of operation. However, CMAQ funds may not replace existing funding sources for transit operations or increase the general subsidy of existing operations.
2. *Routine maintenance* – including retiming existing signals and interconnects.
3. *Mandated private sector demand management activities* – Activities that are the mandated responsibility of the private sector under the Clean Air Act are not eligible.
4. *Programs to encourage removal of pre-1980 vehicles*
5. *Ultra low sulfur diesel fuel for on-road vehicles* – EPA regulations require that only ultra-low sulfur diesel fuel may be sold for on-road motor vehicle use. Because of this, purchases of ultra-low sulfur diesel fuel for on-road use will not be funded.
6. *Projects already obligated* – Project phases for which funds have already been obligated are generally not eligible for CMAQ funding. Phase-funded contracts are eligible for CMAQ funding. These are contracts in which there is an obligation limit based on funds in hand and further obligation authority requires formal notification by the sponsor.

If one project phase has been completed, other phases are still eligible for CMAQ funding as long as those phases will not be obligated before the funds are programmed in the TIP.

E. Program Participation and Responsibilities

1. General principles

The MPO Policy Committee ISTEA Subcommittee promulgated principles for this region's CMAQ program in November 1992. Some of these principles, which expand on federal guidance, are:

- a. All eligible projects are accepted for consideration.
- b. Projects must lead to quantifiable reductions in auto emissions and/or congestion.
- c. No pre-ordained distribution of funding is assumed. Future year funding is not guaranteed unless specifically agreed to by the CMAQ Project Selection Committee.
- d. In addition to construction, CMAQ funds may be used for right-of-way, engineering and implementation (for non-construction projects). Note that the limitations in principles (c) and (e) and the points in section E.9 apply to projects with these phases.

- e. Acceptance of CMAQ funding is an agreement to include the funded project as a Transportation Control Measure (TCM) in a State Implementation Plan (SIP) if needed.
- f. Sponsors must commit local match to apply for CMAQ funding (at least 20% of the total project cost in most cases).
- g. All projects must be constructed to federal standards.

At the Policy Committee's January 2011 meeting, it approved the GO TO 2040 focused programming approach for the CMAQ program.

2. Project Scale

Federal aid, including CMAQ funding, is generally most efficiently used for substantial facility and service improvements. There are two points related to scale to bear in mind in pursuing a federal-aid project. First, the administrative burden of a federal-aid project is substantial. Thus, a small project is often best accomplished with local funds to avoid this burden. The benefits of securing federal funds must be weighed against the work required to expend them.

Second, the project scope and scale may expand because of federal procedures and standards. Federal-aid procedures are not intended to implement limited, quick fixes for immediate problems. Rather, the problem has to be looked at systematically over a twenty-year planning horizon. For example, village engineers may have identified a left-turn bay that needs to be lengthened to assure adequate storage without blocking through travel lanes. However, if the project is submitted for the CMAQ program, all movements for all legs of the intersection will have to be analyzed and may require changes that significantly increase the cost of the project (and the amount of matching funds provided by the sponsoring agency).

Locally-sponsored CMAQ projects have sometimes been withdrawn by their sponsors because of the effort required to implement them using federal procedures. Please be cautious in determining whether a project is of an appropriate scale for federal aid.

3. Project Sponsors

Project proposals from the public and private sector are welcome. However, all projects not submitted by a state agency or local government must have an appropriate sponsor. A sponsor is any state agency or unit of government having the authority to levy taxes and those agencies authorized to receive FTA Section 5307 funding. Sponsors include, but are not limited to counties, municipalities, townships, park districts, forest preserve districts, and library districts.

With emphasis on projects supportive of GO TO 2040, and the new programming procedures in which four program focus groups make recommendations of key projects that support regional plans, potential sponsors may be contacted by a representative of a CMAP committee or program focus group and encouraged to sponsor a regionally beneficial project. Any shared responsibilities and funding arrangements should be identified before applying for CMAQ funding.

Sponsoring a project brings on a number of responsibilities. Some responsibilities listed below are discussed in more detail later in this booklet.

Sponsors are responsible for the following:

- ensuring that the proper forms are submitted with the proposal by April 1, 2011;
- committing the local matching funds (usually at least 20% of the total project cost);
- ensuring that plans, specifications, and estimates are in accordance with federal standards, and that the estimated costs in the application reflect those standards;
- assuring completion of projects for which federal funds have been expended (failure to do so may require the repayment of expended funds); maintaining all records and receipts as required by FHWA, FTA, and IDOT;
- resolving any jurisdictional issues;
- overseeing technical work to ensure professional standards are maintained. For capital projects, oversight specifically includes:
 - preliminary engineering
 - project design
 - project construction
 - right-of-way purchases and utility adjustments where applicable
 - environmental assessment where applicable
 - providing a schedule of anticipated completion dates for the items listed above
- maintaining the project after completion (if applicable);
- conducting studies to determine whether air quality benefits anticipated for the project were actually achieved. This is required for a demonstration project; other projects may require study as needed.

4. Planning Liaison Review of Locally Sponsored Project Applications

Project applications submitted by local sponsor agencies are required to be reviewed by their subregional planning area staff (Council of Mayors' Planning Liaisons). The planning liaison will review a sponsor's application and sign the application as having been reviewed and note any missing information to the sponsor. The planning liaison will be responsible for collecting missing information and providing the application to CMAP by the deadline. Local sponsor agency applications will not be considered without the planning liaison review. The **deadline** for local sponsor agencies to submit their applications to the planning liaisons is **March 18, 2011**.

A list of the planning liaisons and their contact information is available on page 20 of this document. If you are unsure of which subregional council that you need to contact, see pages 21 and 22 for a listing of the councils and the communities included in their STP programming boundaries.

Local sponsor agencies are defined as any municipal government (villages and cities), park district, school district, township or similar body.

5. Logical Termini

One of the federal requirements for project implementation is that the project has logical termini. For example, a signal interconnect may logically extend on an arterial between two intersecting arterials in municipalities other than the sponsoring municipality. The cost estimates, scoping, and project application forms should reflect this. This may require extensive cooperation among governments. For more information on logical termini for non-transit projects, contact the IDOT Bureau of Local Roads and Streets staff (see page 19).

6. Project Scoping

As noted previously, it is the responsibility of the project sponsor to adequately scope the project. For non-transit facility improvements, a scoping document is provided for assistance in this endeavor. The detailed estimate of construction costs is required. **Failure to submit a project scoping document as required will result in an application not being considered for funding.** If you do not have experience successfully scoping and implementing a federal aid project of the type you are contemplating, we strongly suggest that you seek assistance in scoping a project:

- Contact other municipalities that have recently implemented similar projects using federal funds. Engineers and public works officials from these municipalities may be willing to help you. CMAP maintains a list of approved projects that may be consulted for projects similar to the one contemplated. It is available on the CMAQ page on the CMAP web site, <http://www.cmap.illinois.gov/cmaq/default.aspx>. Once a similar project is found, the subregional planning staff on page 20 can help you obtain contact names or the Municipal Directory at <http://www.cmap.illinois.gov/documents/20583/db3b7476-2b30-43ae-b93f-ab7e52c0d2f5>.
- Consider using a consulting engineer with experience completing similar projects using federal funds. Seek recommendations from other municipalities. We recommend that you at least consider candidates other than your general-purpose municipal engineer. Familiarity with federal standards and procedures is crucial.
- Contact IDOT's Bureau of Local Roads and Streets (see page 19) for additional assistance.

For transit projects, we strongly suggest close cooperation with transit agencies in scoping and developing projects. See page 19 for contacts.

Project scoping should take into account all aspects and deficiencies in a facility, including geometrics, drainage, structures, electric/communications/signals, utility relocation costs, and incidental material and equipment. Sponsors should compare the desired scope with the required scope when considering whether the project makes a good CMAQ project candidate.

7. Milestone Schedule

Milestone schedules are required for all non-transit projects that involve construction of a transportation facility project. The milestone schedule in conjunction with the project scoping document will help applicants develop a project timeline that incorporates the federal engineering requirements. Completing the schedule now will reduce project delays.

Applications for bicycle/pedestrian facility projects, commuter parking projects (both surface and structures), and traffic flow improvements projects should include a milestone schedule. For help with the sequence of events and estimated review time see Attachment 4, Federal Aid Project Initiation to Completion Flow Chart, and IDOT Local Roads and Streets' Mechanics of Project Management available at <http://www.cmap.illinois.gov/cmaq/default.aspx> with the other application materials.

8. Local Match

The sponsor must have already committed matching funds when the project is submitted to CMAP. Proposals which indicate that the sponsor will pay more than the minimum local match will be identified for the CMAQ Project Selection Committee and may be given extra consideration. Local match is a minimum of 20 percent of the total CMAQ funds being requested cost; exceptions apply for a few project types. The local match does not necessarily have to be provided by the sponsor. Several avenues exist through which other funding may be available, but it must be a non-federal source to qualify as match. Soft match (in-kind services donated materials, services or land/right-of-way) can be used instead of hard matching (cash resources) under very limited circumstances. If soft matching funds are intended to be used, please contact Holly Ostidick, (312) 386-8836 to discuss in advance. It should be pointed out that the use of soft match adds extra reviews steps and often significant delays to project progress.

In general, IDOT does not provide local match for highway-related CMAQ projects.

9. Project completion and timely implementation

Project sponsors sometimes choose not to proceed with approved CMAQ projects. This is generally not a problem unless federal funds have already been expended on parts of the project. In this case, the project sponsor may be required to refund the federal funds expended on the uncompleted project, although there are exceptions.

If CMAQ financing is for engineering only, the project sponsor bears the responsibility for securing construction financing; there is no commitment of future CMAQ funds for project construction.

Project sponsors must pursue timely implementation of projects. If there is no obligation of a phase in the year it is programmed a one time schedule adjustment is allowed (i.e. one-time move). If an obligation does not occur in the second year and the delay is within the control of the sponsor, the CMAQ Project Selection Committee may choose to withdraw funding and reprogram the funds to other projects. The committee assesses projects' status twice a year in May and October. More information on sponsor responsibilities for timely implementation is provided in the CMAQ Programming Policies (Revised-January 2011). See Attachment 5 of this application.

10. Engineering Standards

As noted above, projects must be built to federal standards and utilizing federal procedures. If there is any doubt about these standards and procedures, refer to the list of references provided in Attachment 2, page 41 to assist in ascertaining the applicable standards or contact a consulting engineer with wide experience in engineering federal transportation projects. Of particular applicability to the CMAQ program are: the AASHTO's *Guide for the Development of Bicycle Facilities*, *AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities*, and *A Policy on the Geometric Design of Highways and Streets*.

11. Inclusion of the Project as a Transportation Control Measure in the State Implementation Plan

The CMAQ program was created primarily to finance the implementation of Transportation Control Measures, which are transportation projects incorporated in an Illinois State Implementation Plan for reducing pollution that exceeds National Ambient Air Quality Standards. In Illinois, these pollutants are ground-level ozone and fine particulate matter. The CMAQ Project Selection Committee has agreed that all CMAQ projects should be considered for inclusion in a SIP as TCMs. If TCMs are needed for a SIP, projects will be considered for inclusion after construction or implementation has taken place.

12. Intelligent Transportation Systems (ITS) Architecture

Projects that involve the application of advanced sensor, computer, electronics, and communications technologies and management strategies include ITS elements. Since the enactment of TEA-21, federally-funded transportation projects which involve ITS elements must “conform to the national [ITS] architecture, applicable standards or provisional standards, and protocols.” A national architecture has been developed. A regional architecture consistent with the national architecture has also been developed and should be used to guide your project through the systems engineering process.

The Northeastern Illinois Regional ITS Architecture, 2007 – 2008 Update is the region's ITS plan for ITS development over the next 5-15 years. The regional architecture is described in CMAP's searchable webpage the Northeastern Illinois Regional ITS Architecture Documentation, which can be found at <http://www.cmap.illinois.gov/its/>. The Northeastern Illinois ITS Development Plan Update, approved by the MPO Policy Committee on January 12, 2006 provides additional detail about specific projects, including costs and staffing.

F. Approval Process

Once an application is submitted, the following approval process takes place. Applications for proposed projects that do not include a request for federal fiscal year 2012-2016 CMAQ funding will not be considered.

1. Staff Review and Project Ranking

Projects are ranked primarily by the cost per kilogram of volatile organic compounds (VOCs) eliminated over the life of the project. Projects are also ranked by cost per kilogram of nitrogen oxides (NOx) eliminated, cost per thousand vehicle-miles traveled (VMT) eliminated, and cost per thousand trips eliminated. Diesel Emission Reduction proposals are ranked on cost per kilogram of fine particulate matter (PM_{2.5}) as their primary measure.

2. Program Focus Group Review and prioritization of projects

Four program focus groups, the Bicycle/Pedestrian Taskforce (<http://www.cmap.illinois.gov/bicycle-and-pedestrian-task-force>), the Regional Transportation Operations Coalition (<http://www.cmap.illinois.gov/regional-transportation-operations-coalition>), an ad-hoc group for Diesel Emission Reduction, and an ad-hoc group for transit projects will review applications received to aid in prioritizing projects. These program focus groups will also have the opportunity to identify candidate CMAQ projects directly that will advance the implementation of GO TO 2040 and create a cohesive network of projects. Members of those four groups may be contacting potential sponsors for the projects and may be able to assist you in providing the necessary information for the CMAQ application.

3. CMAQ Project Selection Committee Review and Approval of Recommended Project List

The CMAQ Project Selection Committee will consider the Program Focus Groups recommendations and the other rankings mentioned in Item 1 and develop a list of recommended projects. Typically, the Committee has used the CMAP staff's project rankings as input, but the members also use their collective judgment to select projects that may not have ranked as high as other projects in the staff analysis. For example, the Committee may consider regional equity, project readiness and project mix in developing its recommendation.

3. Public Comment Period

A public comment period of up to 30 days is held for the proposed program. Following the end of the comment period the CMAQ Project Selection Committee will review and respond to the comments. Sponsors whose proposals receive adverse comments may be asked to respond to such comments at this time.

4. Approval of CMAQ Program by Transportation Committee, Regional Programming Coordinating Committee, CMAP Board and MPO Policy Committee and the Federal Government

The Transportation Committee, Regional Coordinating Committee, CMAP Board and MPO Policy Committee must approve the CMAQ program in its entirety. The federal government must find that the projects are eligible for CMAQ funding. In addition, the Transportation Committee must add each project to the project listing used to produce the Transportation Improvement Program (TIP). The CMAQ "A List" is comprised of all projects approved for funding by the MPO Policy Committee that do not yet have actual obligations and are not in the TIP. Projects will be moved from the CMAQ A List into the fiscally constrained TIP when the project sponsor notifies their Planning Liaison (for municipal agencies) or CMAP staff (other sponsors) that the project is ready for obligation and the reviewing agencies

(IDOT/RTA) confirm that status. The Planning Liaison, sponsor or CMAP staff as appropriate will make the TIP change.

Additional federal TIP approval is not required for projects exempt from regional emissions analysis (“Exempt Projects”), since they are approved as a group by federal agencies. Typical exempt projects are: transit station improvements; transit transfer facilities; parking served by transit; bus and bus engine replacements; minor transit fleet expansions; intersection improvements; and bicycle-pedestrian projects.

If the MPO Policy Committee selects projects that are not exempt from regional emissions analysis, they will be included in the TIP after the biennial conformity analysis is conducted to determine that these projects do not cause the region to exceed air quality standards. Non-exempt projects eligible for CMAQ funding include new transit stations and major transit service expansions. A conformity determination may require additional analysis, a public comment period, and MPO Policy Committee and federal approval of the conformity finding.

5. Notification of Approval

Once a project found eligible by the federal agencies, CMAP staff, through planning liaisons when applicable, will contact the project sponsor so that it may initiate the project. For municipalities, the notification of project approval will be sent to the project contact listed on the project application form, with a copy to the mayor or president.

After the notification of approval, the project sponsor is responsible for timely project implementation. The notification will include the appropriate regional planning staff and/or IDOT staff to contact to begin implementation. It is important to begin implementation as soon as possible after notification. Project progress is reviewed in May and October; if the phase programmed in the current year is not obligated within that year it can receive one move. If the phase is still not obligated during the second year the project funds may be withdrawn and reprogrammed to other projects if the delay is within the sponsor’s control.

6. FY 2012-2016 CMAQ Program Development Schedule

The draft schedule is:

<u>Task</u>	<u>Date</u>
MPO Policy Committee approve Directed Programming	January 13, 2011
Program Focus Groups	January – June 2011
Initial meeting	February, 2011
As needed ID evaluation measures (focused on GO TO 2040)	February – March, 2011
Direct identification of projects	March – April, 2011
Directed Call for Projects	February – March 2011
Proposals due to Planning Liaison	March 18, 2011
Proposals due to CMAP	April 1, 2011
Conduct emissions benefits analysis on projects	April – June 2011
CMAQ PSC develops proposed program	July 2011

Transportation Committee releases for public comment	August 5, 2011
Respond to public comments; revised Program to CMAQ PSC	September 2011
Revised Program to Transportation Committee for recommendation to MPO Policy Committee	September 30, 2011
MPO Policy Committee Consider	October 12, 2011
Eligibility Determination	October/November 2011

G. Implementation Process

1. *Transit Projects: Fund Transfers to FTA*

We strongly encourage sponsors contemplating transit improvement, station, and parking projects to work closely with Pace, Metra, and the Chicago Transit Authority in developing their projects. These agencies then typically implement the projects through the FTA grant process, with funding transferred to FTA and compliance with FTA procedures. However, since IDOT administers the CMAQ Program, all decisions regarding funding source and procedures must be reached by joint accord between the sponsor and IDOT. This determination will be made once a project is approved by the MPO Policy Committee. See item 7 below regarding procedures to reprogram CMAQ funds in FTA grants if an FTA project must be withdrawn.

2. *Locally-Sponsored Projects*

The process for implementing federal-aid projects through IDOT's Bureau of Local Roads and Streets is summarized in a flowchart included as Attachment 4. The process follows federal procedures, which are typically more rigorous and time-consuming than, for example, motor fuel tax-funded projects. A few things need to be highlighted:

- Phase I engineering will take one to three years. (Phase I engineering may not be required for sidewalks and signal interconnect projects.)
- Phase II engineering (plans, specifications, and estimates) will take an additional three to sixteen months.
- If right-of-way is required, the acquisition process takes more than a year if condemnation is unnecessary, and up to three years if condemnation is necessary. However, five months of this process may occur during Phase I engineering, and the remainder can occur simultaneously with phase II engineering.
- Thus, to prepare a project for letting, *fifteen months to six years* may be required, assuming the project is pursued diligently. Most projects end up in the middle part of that range.
- To speed the project along, we strongly encourage sponsors to accomplish multiple tasks simultaneously where indicated on the flowchart.
- Just as importantly, start project work as soon as possible. Contact the subregional planning liaison to help assist with getting started with IDOT Bureau of Local Roads and Streets. (See page 19 for contacts.)

The District One Bureau of Local Roads and Streets periodically holds project implementation workshops to introduce sponsors and engineers to federal procedures. Local sponsors are strongly encouraged to attend one of these workshops.

3. Projects Administered Directly through IDOT's Central Office in Springfield

For some projects (particularly those not involving construction) IDOT may choose to administer the grant directly from the central office in Springfield.

4. Projects Sponsored by IDOT Districts One and Three

IDOT Districts One and Three may submit projects through their bureaus of programming. Approved projects are administered using the same procedures as other federally-funded IDOT projects.

5. Scheduled Availability of Funds

FY 2012-2016 CMAQ project funds will be available to sponsors following the execution of a project agreement with IDOT or grant agreement with the Federal Transit Administration, as appropriate. This can occur once sponsors have been notified that their projects have received funding and it is the year in which the funding is programmed. Federal Fiscal Years run from October 1 – September 30. The availability of funds is always contingent upon congressional appropriation of the federal fiscal year transportation funds. If the phases is schedule for 2014 but the local agency is prepared to begin early please contact the sub-regional staff on Page 20 to make a request to move the phase into an earlier fiscal year.

6. Projects with funds programmed for Phase I Engineering

Projects approved for funding for Phase I Engineering have one fiscal year to initiate the phase with a federal authorization/obligation. Failure to do so may cause all funding to be withdrawn from the project. For projects that have only been programmed for phase I engineering, before additional funding for future phases will be considered, the sponsor should have submitted phase I designs to IDOT for review.

7. Project Change Procedures

The maximum federal CMAQ participation for CMAQ projects is capped at the amount programmed through the CMAQ Project Selection Committee. However, even when a project has been thoroughly scoped, its cost estimate may escalate or the scope may need to change. The CMAQ Project Selection Committee has adopted procedures to allow for project changes.

When a sponsor requests a project change, the revised project is re-evaluated to determine how it would have ranked under the changed conditions. To discourage unrealistically low cost estimates, staff will not recommend cost increases if the re-ranked project would have ranked lower than projects not selected.

If the project passes the re-ranking test, funds are drawn from projects let below cost estimates or funds may be made available from withdrawn projects with the approval of the CMAQ Project Selection Committee.

When a project is selected for funding, the CMAQ Project Selection Committee is selecting the project submitted and only the project submitted. Scope changes that propose different project limits that do not overlap with the previous scope, or a different type of project, will not be considered.

Keep in mind three points with regard to this procedure.

- Funds are not sufficient to honor all increase requests.
- The process may take several months.
- Cost increases cannot be granted once a contract has been executed between the sponsor and a contractor for the phase for which the increase is sought. A sponsor may increase a contract using CMAQ funds currently in hand, even if the funds were initially planned for another, as yet unobligated, phase. In this case the sponsor may request an increase for the unobligated phase, although there is no guarantee of an increase in this case. Sponsors anticipating an increase in costs for a future phase should discuss their situation with their sub-regional planning staff or CMAP staff.

Questions about this procedure may be addressed to sub-regional staff or Holly Ostlick (HOstdick@cmap.illinois.gov) or at (312) 386-8836.

H. Contacts for Assistance and Additional Information

Below are personal contacts to help with questions during the application or project approval process. Useful written documents and web sites are listed in Attachment 2, page 41.

TYPE OF QUESTION	SUGGESTED CONTACT
Regional Program Coordination Project Generation Assistance to Municipalities, Park Districts, and Other Project Sponsors	Primary Contact: Subregional Planning Staff (listed on the following page) Secondary Contact: Holly Ostlick, CMAP, (312) 386-8836 or HOstlick@cmmap.illinois.gov
How to Complete Forms Application and Approval Process Data Requirements Calculating Project Benefits Project Eligibility Demonstration Projects CMAQ Project Selection Committee Policies Including Projects in the Transportation Improvement Program	Primary Contact: Holly Ostlick, CMAP (312) 386-8836 or HOstlick@cmmap.illinois.gov Secondary Contact: Ross Patronsky, CMAP (312) 386-8796 or RPatronsky@cmmap.illinois.gov
Approved Highway Project Implementation Highway and Bicycle Facility Construction Standards Project Scoping Guidance	Primary Contact: Christopher Holt, IDOT, Bureau of Local Roads and Streets (847) 705-4201 or Christopher.Holt@illinois.gov
Transit Project Implementation Transit Program Coordination	Primary Contact: Mark Pitstick, Regional Transportation Authority, (312)913-3235 or PitstickM@RTACHICAGO.ORG Secondary Contact: James Fiorito, , Chicago Transit Authority (312)681-3456 or Jfiorito@transitchicago.com Secondary Contact: Tom Weaver, Metra, (312) 322-6649 or tweaver@metrarr.com Secondary Contact: David Tomzik, Pace Suburban Bus (847) 228-2463 or david.tomzik@pacebus.com
Inter-modal Freight Projects	Primary Contact: Tom Murtha, CMAP (312) 386-8790 or Tmurtha@cmmap.illinois.gov
Bicycle and Pedestrian Projects	Primary Contact: John O'Neal, CMAP (312) 386-8822 or joneal@cmmap.illinois.gov Secondary Contact: Tom Murtha, CMAP (312) 386-8790 or Tmurtha@cmmap.illinois.gov
Intelligent Transportation Systems	Primary Contact: Chuck Sikaras, IDOT ITS Program Office (847)705-4800 or Charles.Sikaras@illinois.gov Transit Contact: Gerwin Tumbali, Regional Transportation Authority, (312)913-3251 or tumbalig@rtachicago.org
Diesel Retrofits Alternative Fuels Purchases	Primary Contact: Ross Patronsky, CMAP (312) 386-8796 or Rpatronsky@cmmap.illinois.gov

SUBREGIONAL PLANNING STAFF CONTACTS

REGION	CONTACT	ADDRESS	PHONE/EMAIL
City of Chicago	Keith Privett Chicago Department of Transportation	30 North LaSalle Street Suite 500 Chicago, Illinois 60602-2570	(312) 744-1981 kprivett@cityofchicago.org
North Shore (Cook County)	Chris Staron North Shore Council of Mayors	1616 East Golf Road Des Plaines, Illinois 60016	(847) 296-9200 cstaron@nwmc-cog.org
Northwest (Cook County)	Michael Walczak Northwest Council of Mayors	1616 East Golf Road Des Plaines, Illinois 60016	(847) 296-9200 mwalczak@nwmc-cog.org
North Central (Cook County)	Leonard Cannata North Central Council of Mayors	2000 Fifth Avenue, Bldg. J River Grove, IL 60171	(708) 453-9100 lcannata@westcook.org
Central (Cook County)	Tammy Wierciak Central Council of Mayors	2000 Fifth Avenue, Bldg. J River Grove, IL 60171	(708) 453-9100 twierciak@westcook.org
Southwest (Cook County)	Vicky Smith Southwest Council of Mayors	Village Hall 14700 S. Ravinia Avenue Orland Park, Illinois 60462	(708) 403-6132 Vsmith9739@aol.com
South (Cook County)	Bud Fleming South Suburban Mayors and Managers Association	1904 West 174th Street East Hazel Crest, Illinois 60429	(708) 206-1155 bud.fleming@ssmma.org
DuPage County	Tam Kutzmark DuPage Mayors and Managers Conference	1220 Oak Brook Road Oak Brook, Illinois 60523	(630) 571-0480 Tkutzmark@dmcc-cog.org
Kane/Kendall Counties	Jan Ward Kane/Kendall Council of Mayors	41W011 Burlington Rd St Charles, Illinois 60175	(630) 444-3143 wardjan@co.kane.il.us
Lake County	Bruce Christensen Lake County Council of Mayors	600 West Winchester Rd Libertyville, Illinois 60048	(847) 362-3950 bchristensen@co.lake.il.us
McHenry County	Chalen Daigle McHenry County Council of Mayors	16111 Nelson Rd Woodstock, Illinois 60098	(815) 334-4970 cldaigle@co.mchenry.il.us
Will County	Hugh O'Hara Will County Governmental League	3180 Theodore St Suite 101 Joliet Illinois 60435	(815) 729-3535 hugh.ohara@wcgl.org

COOK COUNTY COUNCILS

Municipalities by STP Programming Boundaries

City of Chicago

Chicago Department of
Transportation

North Shore Region

North Shore Council of Mayors

Evanston
Glencoe
Glenview
Golf
Kenilworth
Lincolnwood
Morton Grove
Northbrook
Northfield
Skokie
Wilmette
Winnetka

Northwest Region

Northwest Council of Mayors

Arlington Heights
Barrington
Bartlett (also in DuPage)
Buffalo Grove (also in
Lake)
Des Plaines
Elk Grove Village
Hanover Park (also in
DuPage)
Hoffman Estates
Inverness
Mt. Prospect
Niles
Palatine
Park Ridge
Prospect Heights
Rolling Meadows
Schaumburg
South Barrington
Streamwood
Wheeling

North Central Region

North Central Council of
Mayors

Bellwood
Berkeley
Broadview

Elmwood Park
Forest Park
Franklin Park
Harwood Heights
Hillside
Maywood
Melrose Park
Norridge
Northlake
North Riverside
Oak Park
River Forest
River Grove
Rosemont
Schiller Park
Stone Park
Westchester

Central Region

Central Council of Mayors

Berwyn
Brookfield
Cicero
Countryside
Forest View
Hodgkins
Indian Head Park
LaGrange
LaGrange Park
Lyons
McCook
Riverside
Stickney
Summit
Western Springs

Southwest Region

Southwest Council of Mayors

Alsip
Bedford Park
Blue Island
Bridgeview
Burbank
Chicago Ridge
Crestwood
Evergreen Park
Hickory Hills
Hometown
Justice
Lemont

Merrionette Park
Oak Lawn
Orland Hills
Orland Park
Palos Heights
Palos Hills
Palos Park
Willow Springs
Worth

South Region

South Suburban Mayors and
Managers Association

Burnham
Calumet City
Calumet Park
Chicago Heights
Country Club Hills
Crete
Dixmoor
Dolton
East Hazel Crest
Flossmoor
Ford Heights
Glenwood
Harvey
Hazel Crest
Homewood
Lansing
Lynwood
Markham
Matteson
Midlothian
Oak Forest
Olympia Fields
Park Forest
Phoenix
Posen
Richton Park
Riverdale
Robbins
Sauk Village
South Chicago Heights
South Holland
Steger
Thornton
Tinley Park
University Park

COLLAR COUNTY COUNCILS

Municipalities by STP Programming Boundaries

DuPage Region

DuPage Mayors and
Managers Conference

Addison
Bartlett (also in
Northwest)
Bensenville
Bloomington
Burr Ridge
Carol Stream
Clarendon Hills
Darien
Downers Grove
Elmhurst
Glendale Heights
Glen Ellyn
Hanover Park (also in
Northwest)
Hinsdale
Itasca
Lisle
Lombard
Naperville
Oak Brook
Oakbrook Terrace
Roselle
Villa Park
Warrenville
Wayne (also in Kane)
West Chicago
Westmont
Wheaton
Willowbrook
Winfield
Wood Dale
Woodridge

Kane/Kendall Region

Kane County Council
of Mayors

Aurora
Batavia
Big Rock
Burlington
Campton Hills
Carpentersville
East Dundee
Elburn
Elgin
Geneva
Gilberts
Hampshire
Kaneville

Lily Lake
Maple Park
Montgomery
North Aurora
Oswego
Pingree Grove
Plattville
St. Charles
Sleepy Hollow
South Elgin
Sugar Grove
Virgil
Wayne (also in
DuPage)
West Dundee
Yorkville

Lake Region

Lake County Council
of Mayors

Antioch
Bannockburn
Beach Park
Buffalo Grove (also
in
Northwest)
Deerfield
Deer Park
Fox Lake
Grayslake
Green Oaks
Gurnee
Hainesville
Hawthorn Woods
Highland Park
Highwood
Indian Creek
Island Lake
Kildeer
Lake Barrington
Lake Bluff
Lake Forest
Lake Villa
Lake Zurich
Libertyville
Lincolnshire
Lindenhurst
Long Grove
Mettawa
Mundelein
North Barrington
North Chicago
Old Mill Creek
Park City
Riverwoods

Round Lake
Round Lake Beach
Round Lake Heights
Round Lake Park
Third Lake
Tower Lakes
Vernon Hills
Volo
Wadsworth
Wauconda
Waukegan
Winthrop Harbor
Zion

McHenry Region

McHenry County
Council of Mayors

Algonquin
Barrington Hills
Bull Valley
Cary
Crystal Lake
Fox River Grove
Greenwood
Harvard
Hebron
Holiday Hills
Huntley
Johnsburg
Lake in the Hills
Lakemoor
Lakewood
Marengo
McCullom Lake
McHenry
Oakwood Hills
Port Barrington
Prairie Grove
Richmond
Ringwood
Spring Grove
Trout Valley
Union
Wonder Lake
Woodstock

Will Region

Will County
Governmental League

Beecher
Bolingbrook
Braidwood
Channahon
Coal City

Crest Hill
Diamond
Elwood
Frankfort
Godley
Homer Glen
Joliet
Lockport
Manhattan
Minooka
Mokena
Monee
New Lenox
Peotone
Plainfield
Rockdale
Romeoville
Shorewood
Symerton
Wilmington

The following
communities in the
CMAP planning area
(all in Kendall
County) will continue
to program STP
funds through IDOT

- Lisbon
- Millington
- Newark
- Plano
- Sandwich

01/03/11

I. LINE BY LINE INSTRUCTIONS FOR COMPLETING FORMS

These instructions guide sponsors in completing the FY 2012-2016 Congestion Mitigation and Air Quality Improvement Program (CMAQ) application forms.

The forms have seven parts: project identification, project location, project financing and CMAQ funding request, project emissions benefit data, program management information, project description and map, and the transportation control measure committal agreement. All of this material is required with each application, unless specifically stated otherwise in the text. The detailed estimate of construction costs from the project scoping report is also required for Traffic Flow Improvement, Commuter Parking and Bicycle/Pedestrian Projects. For missing material or for assistance, contact Holly Ostdick at CMAP at (312) 386-8836.

The forms for this year have changed. If you are resubmitting a project for which you have applied in the past, please transfer the project information to this year's forms.

1. Part I. Project Identification

I. PROJECT IDENTIFICATION	
PROJECT SPONSOR	CONTACT INFORMATION – NAME, TITLE, AGENCY, ADDRESS, PHONE, FAX, E-MAIL
OTHER AGENCIES PARTICIPATING IN PROJECT	
TIP PROJECT ID, IF PROJECT IS ALREADY IN TIP	

PROJECT SPONSOR The project sponsor is the governmental body responsible for the application for CMAQ project financing and for implementing approved projects. Project sponsor responsibilities are discussed beginning on page 9 of this booklet.

OTHER AGENCIES PARTICIPATING IN PROJECT If there are other agencies participating in a project, indicate them here.

TIP PROJECT ID, IF PROJECT IS ALREADY IN TIP If all or part of this project is in the TIP for northeastern Illinois, indicate the project number here. For example, if you are applying for a CMAQ grant for a signal interconnect as part of a project to reconstruct a roadway, and that reconstruction is in the TIP (even if no signal interconnect is in the TIP), indicate the project's TIP ID number. The format for TIP ID numbers is 99-99-9999. If you are unsure whether the project is in the TIP, contact your subregional planning staff, listed on page 20.

CONTACT FOR THIS PROJECT (NAME, TITLE, AGENCY, ADDRESS, PHONE, FAX, and E-MAIL) Fill in the name, title, agency, address, phone number, fax number and e-mail address of the individual who can provide CMAP staff with information should questions about this project arise. Additionally the project

contact will receive any requests for May and October status updates. If the contact is not the project manager or engineer, please provide a secondary contact with a working knowledge of the project.

2. Part II. Project Location

II. PROJECT LOCATION:	Note: Projects not readily identified by location should provide a project title on the last line of the Project Location section
NAME OF STREET OR FACILITY TO BE IMPROVED	MARKED ROUTE #:

NAME OF STREET OR FACILITY TO BE IMPROVED. Indicate the street or facility name. For intersection improvements, interchanges, and bridge projects, indicate the name of the major street. Accurate descriptions are extremely important since the emissions benefits depend on the location.

Please use only abbreviations from the list of Preferred Abbreviations Selected from the Illinois Road Information System, Attachment 3.

MARKED ROUTE # Indicate the commonly used route number for the road, e.g., I-80; US 52; IL 43. Do not use FAU or FAP numbers in this field.

PROJECT LIMITS: NORTH/WEST REFERENCE POINT/CROSS STREET/INTERSECTION:	MARKED ROUTE #:	MUNICIPALITY & COUNTY:
---	-----------------	------------------------

PROJECT LIMITS: NORTH/WEST REFERENCE POINT/CROSS STREET/INTERSECTION For roadway projects indicate the cross street at the **northernmost or westernmost** point of the project. For intersection improvements, interchanges, bridge and other projects occurring at a single location, indicate the single cross street. For transit station, transfer center or parking projects indicate the nearest intersection. For other transit projects, indicate the intersection nearest the project's northern or western terminus.

MARKED ROUTE # Indicate the commonly used route number for the first reference cross street, e.g., I-80; US 52; IL 43. Do not use FAU or FAP numbers in this field.

MUNICIPALITY & COUNTY Indicate the county and municipality of the first reference point. For projects with a first reference point in an unincorporated area, indicate the political township name.

PROJECT LIMITS: SOUTH/EAST REFERENCE POINT/CROSS STREET/INTERSECTION	MARKED ROUTE #:	MUNICIPALITY & COUNTY:
--	-----------------	------------------------

PROJECT LIMITS: SOUTH/EAST REFERENCE POINT/CROSS STREET/INTERSECTION For roadway projects indicate the cross street at the **southernmost or easternmost** point of the project. Intersection improvements, interchanges, bridge and other projects occurring at a single location should leave this field blank. Transit station, transfer center, or parking projects should also leave this field blank. For other transit projects, indicate the intersection nearest the project's southern or eastern terminus.

MARKED ROUTE # Indicate the commonly used route number for the second reference cross street, e.g., I-80; US 52; IL 43. Do not use FAU or FAP numbers in this field

MUNICIPALITY & COUNTY Indicate the county and municipality of the second reference point. For projects with a second reference point in an unincorporated area, indicate the political township name.

OTHER PROJECT LOCATION INFORMATION OR PROJECT TITLE

OTHER PROJECT LOCATION INFORMATION OR PROJECT TITLE Provide any other information necessary to determine the location of the project. If the project does not lend itself to description via project limits, give a project title here. Be brief; this field may be truncated.

3. Part III. Project Financing & CMAQ Funding Request

III. PROJECT FINANCING & CMAQ FUNDING REQUEST					
	STARTING YEAR	TOTAL PHASE COSTS (THOUSANDS)	CMAQ FUNDS REQUESTED (THOUSANDS)	OTHER FEDERAL FUNDS List prior CMAQ funding here.	
				FUND TYPE	AMOUNT
ENGINEERING PHASE 1		\$	\$		\$
ENGINEERING PHASE 2		\$	\$		\$
RIGHT-OF-WAY ACQUISITION		\$	\$		\$
CONSTRUCTION (INCLUDING CONST ENG)		\$	\$		\$
ENGINEERING (FOR IMPLEMENTATION PROJECTS)		\$	\$		\$
IMPLEMENTATION		\$	\$		\$
ALTERNATIVES ANALYSIS		\$	\$		\$
TOTAL PROJECT COSTS:		\$	\$		
SOURCE OF LOCAL MATCHING FUNDS:					
NOTE: IF SOFT MATCHING FUNDS ARE INTENDED TO BE USED, PLEASE CONTACT CMAP STAFF.					
HAVE THE MATCHING FUNDS BEEN SECURED (PROVIDE DETAILS):					

General notes:

- (1) A change has occurred in the way CMAQ funds for northeastern Illinois are programmed. CMAQ funds are being programmed in a multi-year program. This section provides the Project Selection Committee with details on when available funds can be programmed for individual phases, the funding level required, and the commitment to local matching funds. **Failure to submit a complete Project Financing & CMAQ Funding Request as required will result in an application not being considered for funding.**
- (2) Accurate starting years for each phase are essential for being considered for CMAQ funding and continued funding over the life of the project. The starting year will be the fiscal year the phase is anticipated to be federally obligated. If the phase is not obligated within the fiscal year stated it can be moved once. If an obligation still has not occurred in the second year the funding may be considered for withdrawal if the delay is within the sponsor's control. Fiscal Years that are currently being programmed are 2012, 2013, 2014, 2015, and 2016. The federal fiscal year runs from October 1- September 30 of the year prior to the calendar year, i.e. FFY 12 is October 1, 2011 – September 30, 2012.
- (4) You may choose to apply for project engineering, right-of-way, construction, or any combination of phases. While the CMAQ Project Selection Committee favors projects that are ready to go, the Committee also monitors the amount of unfunded construction in the program and seeks to reduce the amount of "engineering only" projects. Note that if both engineering and construction funds are sought, the Committee will usually either accept the project or reject it in total. The receipt of CMAQ funds for engineering only in no way guarantees further CMAQ funding.
- (5) The total costs for each phase required for this project should be filled out. If the project requires engineering phase I and the sponsor does not intend to request CMAQ funding for that phase, the sponsor should still indicate the total cost for engineering phase I in the Total Phase Costs column and indicate any other federal funds used for that phase in the Other Federal Funds columns. When evaluating submitted projects, CMAP staff use the total project costs to evaluate the project. Not every phase listed will be applicable to your project. Only fill out the phases that have been completed or will be completed for this project. Note that construction engineering (engineering III) is not a separate phase, but is to be included with the construction (CONST) line item. Use "implementation" (IMP) to denote the completion of a non-construction project (e.g., purchasing buses). For projects requiring only engineering services (e.g., bus specification development) use "engineering" (ENG). Implementation projects are typically associated with engineering services; construction projects are associated with engineering I and II. The "alternative analysis" (AA) phase is applicable only to transit facility improvements; contact CMAP before submitting an application with this phase.
- (6) Show all costs related to achieving the congestion and emissions benefits on the form, including engineering and right-of-way costs already expended even if done in-house. Costs for related project elements that do not help achieve congestion and emissions benefits (and for which CMAQ funding is not and will not be sought) may be excluded, but note these costs in question 1 Section VI (the project description). For example, if a transit station is being reconstructed, lighting costs not funded by CMAQ can be excluded
- (7) Applications which are requesting funding for engineering phase I and engineering phase II should schedule phase II two years after the starting year of phase I. This will allow for enough time for the completion of phase I engineering and the IDOT approval process. If a sponsor feels that phase II can be

initiated within 2 years time of phase I being initiated then they should provide justification in the application materials-project description section.

- (8) Costs which have already been obligated, or will be obligated before the award of CMAQ funds, are not eligible for funding.
- (9) Applications for proposed projects without requests for federal fiscal year 2010 CMAQ funding will not be considered and should be resubmitted in following application cycles.

STARTING YEAR Provide the federal fiscal year in which each phase will begin. If a phase of the project has already been started or completed, you still need to provide the year in which it was started. All phases and costs of the project must be accounted for in the application.

TOTAL PHASE COST Indicate the total cost of each phase included in your project. This includes phases that have been started or completed. If the project is part of a larger project, include only the costs for the CMAQ portion of the project. An example would be if you are applying for a bicycle facility along a road that is being reconstructed; include only the costs for the bicycle facility. This may mean that estimates for the engineering work will need to be made since the engineering for the road and bicycle facility may have been done together.

CMAQ FUNDS REQUESTED Indicate the federal portion of the cost of the phase for which CMAQ funds are being requested. For the CMAQ program this is generally no more than 80% of the total cost. Projects for which the sponsor is providing more than the minimum local match may receive special consideration.

OTHER FEDERAL FUNDS Indicate other federal funds that are being used for each phase of the project. Provide the federal amount and the source. See page 39 for a list of fund sources and codes. Past awards of CMAQ funding should be indicated here.

TOTAL PROJECT COSTS The bottom line should include the total project costs and the total of all CMAQ funds being requested with this application

SOURCE OF LOCAL MATCHING FUNDS Provide the source of the secured local match. This may not be other federal funds. See page 12 for more information on local match. If soft matching funds are intended to be used, please contact Holly Ostdick, (312) 386-8836.

HAVE THE MATCHING FUNDS BEEN SECURED Provide the status of the local match. Has the local match been identified in an agency budget, capital program, municipal resolution or similar document.

4. Part IV. Project Congestion Mitigation and Emissions Benefit Data

Each type of project uses a different evaluation method. The data required in this section will be discussed separately for each project category.

CMAQ staff computes emissions benefits from this data using uniform methods to ensure project comparability. In most cases it is not necessary for the applicant to compute emissions benefits. Contact CMAQ staff if you believe your project calls for a different computation of emissions benefits.

a. Traffic Flow Improvements

TYPE OF PROJECT (CHECK ONE) ☐ INTERSECTION IMPROVEMENT ☐ BOTTLENECK ELIMINATION

See the descriptions previously given in these instructions on page 6 to distinguish between intersection improvement and bottleneck elimination projects. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type, or call Holly Ostadick at (312) 386-8836 for further guidance.

PROJECT LENGTH (MILES – BOTTLENECK ELIMINATION AND MULTIPLE INTERSECTIONS ONLY):

For intersection improvements involving multiple intersections or for bottleneck eliminations, give the actual length of the improvement. This may be left blank for improvements involving only one intersection.

POSTED SPEEDS (MILES PER HOUR FOR EACH STREET):

Show the posted speed for all affected facilities. e.g., for intersection improvements show the posted speed for all of the intersecting streets.

CURRENT TRAFFIC VOLUME FOR EACH STREET (ADT – INDICATE YEAR):

For intersection improvements, use the total daily entering vehicles. For bottleneck elimination projects, use the average daily traffic along the section to be improved.

WILL PEDESTRIAN OR BICYCLE FACILITIES BE ADDED AS PART OF THIS PROJECT? ☐ Yes ☐ No

If “Yes” is checked, complete the sections on pedestrian/bicycle facilities in the Project Scoping Report

If sidewalks or bicycle paths are being added in conjunction with the projects, check yes, and describe them in the Project Scoping Report. Be sure to indicate the facility type (e.g., sidewalk, sidepath, separate bicycle or multi-use path), the termini, and whether or not the new facility connects with existing facilities.

DO QUEUES CURRENTLY CLEAR ON THE MAJOR STREET AT SIGNALIZED INTERSECTIONS IN THE PM PEAK PERIOD? ☐ Yes ☐ No

If signalized intersection queues do not clear on the major street during the p.m. peak period (for which volumes are reported on the HCM input sheet), the volumes reported may be low, and the field observations indicate that congestion present may not be reflected in the analysis. Thus, some modification to the reported volumes may be necessary. Any modifications will be discussed with the project contact prior to execution.

Traffic Flow Improvement Supplemental Forms

Sponsors must include two copies of the Input Module Worksheet – one for conditions prior to the improvement, and one for conditions after the improvement. If actuated controllers are already installed (or will be installed) at the location, the Actuated Controller Properties page of the worksheet must be included, along with as many Actuated Controller Coordination pages of the Input Module Worksheet as warranted,

i.e., based on extended side-street leading left-turn phases. Attachment 2 of the Project Scoping Report must also be completed.

b. Signal Interconnects

PROJECT LENGTH (MILES):

Use the length from one terminus to the other. For projects on multiple roads, list the length of each road separately and identify the road.

DISTANCE BETWEEN THE SIGNALS AT BOTH ENDS OF THE PROJECT (MILES): NORTH/WEST END: _____
SHOW THE LOCATIONS OF THESE SIGNALS ON THE PROJECT LOCATION MAP SOUTH/EAST END: _____

If the first interior intersection at either end of the project is less than .25 miles from a terminus, an adjustment will be made in the emissions benefit analysis. This information is used to make the adjustment.

POSTED SPEED (MILES PER HOUR):

Use the posted speed for the segment to be improved. If the speed varies, give the speed and length of the subsegments. For projects on multiple roads, identify each road.

CURRENT TRAFFIC VOLUME (ADT – INDICATE YEAR):

Use the average daily traffic. For projects on multiple roads, list the ADT separately for each road and identify the road.

IF PROJECT IS PART OF A TRANSIT SIGNAL PRIORITY (TSP) CORRIDOR, GIVE NAME:

If the proposed project is part of a transit signal priority (TSP) corridor, give the name of the TSP corridor. A TSP corridor uses an operational strategy that facilitates the movement of in-service transit vehicles, either buses or streetcars, through traffic-signal controlled intersections. For more information see ITS contacts on page 19. TSP corridors are identified on the Regional Transportation Authority's RTAMS web site, at <http://www.rtams.org/ui/homepage.asp>. The interactive map will allow you to search for TSP corridors near your project.

c. Transit Projects

To derive these numbers, use an appropriate method in consultation with CMAP. Document assumptions regarding trip length, ridership, auto occupancy or other data in the last line. This includes providing a basis for estimates and the values for the underlying assumptions. In other words, "show your work."

PROJECT TYPE (CHECK ONE): ☐ SYSTEM START-UP ☐ TRANSFER ☐ SERVICE AND EQUIPMENT ☐ FACILITY IMPROVEMENT

Indicate the type of project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type, or call Holly Ostdick at (312) 386-8836 for further guidance.

AUTO TRIPS ELIMINATED PER DAY (ROUND TRIPS):

The number of auto *round trips* eliminated because of the transit project.

LENGTH OF AUTO TRIPS ELIMINATED (ONE-WAY MILES TO THE NEAREST TENTH):

For trips eliminated, indicate the mean *one-way* trip distance, including both the approach trip length (from the origin to the transit facility) and the line-haul trip length (on the transit facility to the destination).

AUTO TRIPS DIVERTED PER DAY (ROUND TRIPS):

The number of auto *round trips* that are diverted to the new facility instead of traveling the entire distance from the origin to the destination and back. An example of a diverted trip would be an auto trip diverted from a downtown-bound expressway to a train station parking lot, the rest of the trip being made by train.

LINE-HAUL TRIP LENGTH OF TRIPS DIVERTED (ONE-WAY MILES TO THE NEAREST TENTH):

Give the mean *one-way* line-haul trip length of auto trips diverted to the new facility or service; equivalent to that part of the trip distance for which transit is used. Do not include the distance traveled from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the end of the line or an appropriate average trip length. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

PROJECT LIFE (YEARS):

Give the estimated life of the facility in years. Projects funding service or marketing should indicate the number of years being funded. In most cases, this will be one year. Services may receive no more than three years' funding.

PROVIDE BASIS FOR PARAMETERS USED TO ESTIMATE BENEFITS (e.g., RIDERSHIP, AUTO OCCUPANCY, TRIP LENGTH. SEE INSTRUCTIONS):

Document your assumptions regarding trip length, ridership, auto occupancy or other data. The documentation may be attached if it is, for example, a spreadsheet printout. The basis should cite surveys, counts, or research reports to support the assumptions.

d. Bicycle and Pedestrian Facility Projects

This application form is used for both bicycle and pedestrian facility projects. Sponsors of pedestrian facility projects must also complete a *Pedestrian Facility Supplement* form.

TYPE OF PROJECT (CHECK PRIMARY USE): ☐ BICYCLE FACILITY ☐ PEDESTRIAN FACILITY

Indicate the type of project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type, or call Holly Ostlick at (312) 386-8836 for further guidance.

**MILES OF EXISTING BICYCLE/PEDESTRIAN FACILITIES INTERSECTING THE PROPOSED FACILITY: _____
IDENTIFY INTERSECTING FACILITIES:**

Indicate the miles of facilities already constructed that intersect with the proposed facility. Give the name of each intersecting facility and include these facilities on the project map and label them. Do not count existing facilities that do not actually intersect the proposed facility.

TRIP ATTRACTORS LINKED DIRECTLY TO THE PROPOSED FACILITY:

List the possible destinations for bicyclists/pedestrians which are served by the facility. Examples of trip attractors include work centers, transit facilities, schools and shopping centers.

OFF-STREET BICYCLE FACILITY - PROVIDE TRAFFIC VOLUMES, SPEEDS AND PERCENT TRUCKS ON ADJACENT ROADWAY. IN ADDITION, PLEASE IDENTIFY EXISTING DESIGNATED BICYCLE FACILITIES IN THE PROXIMITY OF THE PROPOSED FACILITY. SUPPLY A MAP FROM RELEVANT BICYCLE PLAN(S), IF AVAILABLE.

Bicycle facility projects which are off-street (bicycle path) should provide the traffic volumes, speeds and percentage of trucks on the adjacent roadways. This information is critical in determining the need for off-street facility. Use the average daily traffic along the section of roadway with the off-street facility. Also, identify nearby designated bicycle facilities, as given in a municipal or county bicycle plan. Supply a map from the plan, if available.

e. Bicycle Parking and Bicycle Encouragement Projects

TYPE OF PROJECT (CHECK ONE): ☐ BICYCLE PARKING: ☐ BICYCLE ENCOURAGEMENT

Indicate the type of project. If your project does not fit into one of the categories listed, look on the other forms for an appropriate project type, or call Holly Ostidick at (312) 386-8836 for further guidance.

NUMBER OF NEW BICYCLE SPACES – RACKS: _____ LOCKERS: _____ OTHER: _____

Indicate the number of actual new spaces – the number of bicycles that can be accommodated at one time.

f. Commuter Parking Projects

This application form is used for both surface parking lots and parking structures. Sponsors of parking structure projects must also complete a *Commuter Parking Structure Supplement* form.

PROJECT LOCATION: ☐ CITY OF CHICAGO ☐ SUBURBAN

Indicate whether or not the lot is within the Chicago city limits.

NET NUMBER OF NEW VEHICLE SPACES: _____ NET NUMBER OF NEW BICYCLE SPACES: _____

Indicate the number of actual new spaces. Also indicate the number of actual new bicycle spaces – the number of bicycles that can be accommodated at one time.

UTILIZATION RATE: ☐ NEW LOT ☐ EXISTING LOT (INDICATE ACTUAL UTILIZATION): _____ percent

Check the appropriate box. For existing lots, give the current occupancy rate as a percentage. Sponsors should confirm the utilization of existing lots with the primary transit agency serving the lot.

EXISTING PARKING SPACES AND PRICE:

_____ SPACES \$ _____ PER _____ (hour/day/month) _____ SPACES \$ _____ PER _____ (hour/day/month)

_____ SPACES \$_____ PER _____ (hour/day/month) _____ SPACES \$_____ PER _____ (hour/day/month)

Indicate the number of existing parking spaces at the station where the new facility is being constructed. Include the fees required for commuters to use the facilities. If the project is included in the CMAQ program, this information is need for the purpose of entering the project into the Transportation Improvement Program (TIP) for northeastern Illinois.

LINE-HAUL TRIP LENGTH (ONE-WAY MILES TO THE NEAREST TENTH):

This is the mean *one-way* line-haul trip length of auto trips diverted to the new facility or service. Do not include the distance from the commuters' homes to the facility. For commuter rail projects, use the station's mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the primary drop-off point. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

IF LINE HAUL TRIP LENGTH IS NOT A MILEPOST FIGURE, PROVIDE BASIS FOR VALUE PROVIDED:

When the line haul trip length provided in the previous line does not equal a milepost figure, provide a reason for why the milepost measurement was not used, the reason for choosing the terminus, and the route along which the distance was measured.

g. Diesel Emissions Reduction Projects

For projects that reduce emissions from diesel engines through a variety of measures, including idle reduction, purchase of fuels that produce less emissions (beyond fuels required by law or regulation), retrofitting existing diesel engines with catalysts or filters, repowering vehicles with cleaner engines, or vehicle replacement. The engines may be in on-road vehicles (including utility vehicles such as garbage trucks and plows), off-road vehicles used in construction of highway projects, or locomotives used within the non-attainment area.

h. Other Projects

For projects that do not fit into the categories above, an appropriate evaluation method will be developed in consultation with CMAP staff. Many projects will be able to use the data items below. Provide other data as necessary.

NUMBER OF AUTO TRIPS ELIMINATED PER DAY (ROUND TRIPS):

The number of auto round trips eliminated because of the project.

LENGTH OF AUTO TRIPS ELIMINATED (ONE-WAY MILES TO THE NEAREST TENTH):

For trips eliminated, indicate the mean *one-way* trip distance, including both the approach trip length (from the origin to the nearest major street or limited access road) and the line-haul trip length (on the major street or limited access road to the destination).

TRIPS DIVERTED TO THE NEW FACILITY PER DAY (ROUND TRIPS):

The number of auto *round trips* that, instead of traveling the entire distance from the origin to the destination and back, are diverted to an intermediate location, where the remainder of the trip is made by other means. An example of a diverted trip would be an auto trip diverted from downtown-bound expressway to a train station parking lot, the rest of the trip being made by train. (Note, however, that park-n-ride lots are classified as “Commuter parking” projects, not “Other” projects.)

LINE-HAUL LENGTH OF TRIPS DIVERTED (ONE-WAY MILES TO THE NEAREST TENTH):

The mean *one-way* line-haul trip length of auto trips diverted to the new facility or service; equivalent to that part of the trip distance for which transit or other non-automobile mode is used. Do not include the distance traveled from the commuters’ homes to the facility. For commuter rail projects, use the station’s mile post from the downtown terminal. For bus projects, use the route length of the bus from the facility to the end of the line or an appropriate average trip length. For car pool/van pool projects, contact CMAP staff to develop an appropriate estimate.

AFFECTED DAYS PER YEAR:

The number of days per year the facility will be used or the program will be in effect.

PROJECT LIFE (YEARS):

Give the estimated useful life of the facility in years. Projects funding service or marketing should indicate the number of years being funded. In most cases, this will be one year. Services may receive no more than three years’ funding.

CURRENT TRAFFIC VOLUME (ADT – INDICATE YEAR):

Use the average daily traffic. For projects on multiple roads, list the ADT separately for each road and identify the road.

LENGTH OF PROJECT OR NUMBER OF UNITS PROVIDED:

Give the best characterization of the quantity of the project. Include units, e.g., miles, intersections, feet, vehicles.

UTILIZATION RATE (PERCENT):

Give the estimate of the average use of the project.

PROVIDE BASIS FOR PARAMETERS USED TO ESTIMATE BENEFITS (e.g., DIVERSION RATE, AUTO OCCUPANCY, TRIP LENGTH. SEE INSTRUCTIONS):

Document your assumptions regarding trip length, rates of attraction from driving, auto occupancy or other data. The documentation may be attached if it is, for example, a spreadsheet printout. The basis should cite surveys, counts, or research reports to support the assumptions.

5. *Part V. Program Management Information*

V. PROGRAM MANAGEMENT INFORMATION

IS RIGHT-OF-WAY ACQUISITION REQUIRED FOR THIS PROJECT? ☐ YES ☐ NO

IF SO, HAS RIGHT-OF-WAY BEEN ACQUIRED? ☐ YES ☐ NO

Indicate whether land rights are required to implement the proposed project and if they are, whether or not they have been acquired.

INDICATE THE STATUS OF THE PRELIMINARY DESIGN: ☐ N.A. ☐ Not Begun ☐ Underway ☐ Submitted ☐ Approved

Indicate the status of preliminary design approval. Design approval by IDOT is the culmination of the phase I engineering process detailed in the first part of the Federal Aid Project - Initiation to Completion flowchart supplied in the application packet. Check N.A. if the project is not subject to design approval.

ESTIMATED COMPLETION YEAR/START OF OPERATION: _____

Indicate the federal fiscal year the project is scheduled for completion, using the current project status and the Federal Aid Project - Initiation to Completion flowchart. Use best estimates for large projects. Projects funding services or marketing should indicate the first year of service or marketing funded by the application.

6. *Part VI. Project Description and Map – All Projects Except Demonstration Projects*

1. PLEASE DESCRIBE PROJECT. FOR OUTREACH, PROMOTION OR MARKETING EFFORTS GIVE SPECIFIC DETAILS OF THE CAMPAIGN. DESCRIBE THE COORDINATION OF THESE EFFORTS WITH RESPECT TO OTHER SUCH CAMPAIGNS (SEE SECTION I.6 ON PAGE 34 OF THE INSTRUCTIONS):

Indicate here any information necessary for understanding the project that is not provided on the main project page. Note any costs for project elements that are not related to the projected congestion mitigation or emissions reductions.

For proposals that include outreach, promotion or marketing, provide a budget and describe the overall themes, target markets, materials to be developed, media buys and special events. The budget should reflect in detail the activities described. The description should be sufficiently detailed to permit an assessment of the coordination efforts described below.

The CMAQ Project Selection Committee has determined that CMAQ projects involving outreach, promotion or marketing efforts should be coordinated with similar efforts to maximize the impact of the CMAQ funding. A list of CMAQ projects that involve these activities is attached. Please discuss which of these projects you have contacted regarding coordination, and what coordination is planned. Also discuss any opportunities to use material developed elsewhere. See, for example, the discussions at <http://knowledge.fhwa.dot.gov/cops/italldaddsup.nsf/home>.

2. PROJECT MAP. PLEASE ATTACH A MAP TO THE APPLICATION FORM. INFORMATION MUST BE SUFFICIENT TO ACCURATELY LOCATE THE PROJECT ON A LOCAL STREET MAP. HAND DRAWN MAPS OR MAPS PRODUCED BY GIS SYSTEMS ARE ACCEPTABLE. MAPS FROM TELEPHONE BOOKS WILL NOT BE ACCEPTED.

Attach a map showing the location of the project. The information should be sufficient to locate the project on a local street map. Hand drawn maps or maps produced by GIS systems are acceptable. Maps from telephone books will not be accepted.

For bicycle and pedestrian projects, also indicate bicycle or pedestrian facilities intersecting the proposed facility. In addition, show any major land uses connected by the proposed facility, e.g., schools, shopping centers, office centers, recreation sites, and residential neighborhoods.

3. Planning Liaison Reviewed _____ (see pp 19-22 of application book for your Liaison; applications are due to the Liaison by March 18, 2011)

- ☐ Complete ☐ Missing information – must be completed before application will be processed
☐ Missing information that will result in immediate rejection

Project applications submitted by local sponsor agencies are required to be reviewed by their subregional planning area staff (Council of Mayors' Planning Liaisons). The planning liaison will review a sponsor's application and sign the application as having been reviewed and note any missing information to the sponsor. The sponsor can then submit the application including any missing information to CMAP for consideration. Local sponsor agency applications will not be considered without the planning liaison review. The **deadline** for local sponsor agencies to submit their applications to the planning liaisons is **March 18, 2011**. A list of the planning liaisons and their contact information is available on page 20 of this document. If you are unsure of which subregional council that you need to contact, see pages 21 and 22 for a listing of the councils and the communities they represent. Local sponsor agencies are defined as any municipal government (villages and cities), park district, school district or township or similar body.

7. Project Description and Map – Demonstration Projects Only

Sponsors must contact Holly Ostlick of the CMAP staff at (312) 386-8836 to discuss objectives and the scope of a demonstration proposal prior to submitting it.

1. DEMONSTRATION EVALUATION PLAN. DESCRIBE HOW THE PROJECT WILL BE EVALUATED TO DETERMINE ACTUAL EMISSIONS BENEFITS REALIZED. USE ADDITIONAL PAGES IF NECESSARY:

Demonstration projects are designed to show the emission reductions and congestion mitigation that will result from innovative capital and operating projects for which little emissions benefit data now exists. Outline an evaluation plan for this project. The plan should describe, at a minimum: 1) the type of emission and congestion benefit expected (e.g., trip reduction, speed improvement), 2) the before/after studies to be conducted, 3) the data to be collected, 4) the analysis method(s) to be used, 5) applicability to other locations/situations in the region, and 6) feasibility (i.e., what is needed for a successful implementation). The project sponsor is responsible for carrying out the evaluation if the project is programmed; the expense of doing so may be included in the CMAQ funding.

2. WHAT ARE THE REGIONAL APPLICATIONS OF THIS PROJECT?

Indicate here how the results of the demonstration might be applied elsewhere in northeastern Illinois.

3. DESCRIBE ANY OTHER PROJECTS, EITHER UNDERWAY OR COMPLETED, WITH WHICH THIS PROJECT IS RELATED. FOR OUTREACH, PROMOTION OR MARKETING EFFORTS GIVE SPECIFIC DETAILS OF THE CAMPAIGN. DESCRIBE THE COORDINATION OF THESE EFFORTS WITH RESPECT TO OTHER SUCH CAMPAIGNS (SEE SECTION I.6 ON PAGE 34 OF THE INSTRUCTIONS):

Include here previous phases of the project, projects on which this project depends, and projects that may be showing results similar to this project. Contact CMAP if necessary. Sponsors should review the research literature for similar projects before proposing a demonstration in northeastern Illinois.

For proposals that include outreach, promotion or marketing, provide a budget and describe the overall themes, target markets, materials to be developed, media buys and special events. The budget should reflect in detail the activities described. The description should be sufficiently detailed to permit an assessment of the coordination efforts described below.

The CMAQ Project Selection Committee has determined that CMAQ projects involving outreach, promotion or marketing efforts should be coordinated with similar efforts to maximize the impact of the CMAQ funding. A list of CMAQ projects that involve these activities is attached. Please discuss which of these projects you have contacted regarding coordination, and what coordination is planned. Also discuss any opportunities to use material developed elsewhere. See, for example, the discussions at <http://knowledge.fhwa.dot.gov/cops/italaddsup.nsf/home>.

4. WHAT FURTHER PROJECTS DO YOU ANTICIPATE RESULTING FROM THIS PROJECT?

If further project phases or applications are envisioned at this time, indicate them here.

5. PROJECT MAP. PLEASE ATTACH A MAP TO THE APPLICATION FORM. INFORMATION MUST BE SUFFICIENT TO ACCURATELY LOCATE THE PROJECT ON A LOCAL STREET MAP. HAND DRAWN MAPS OR MAPS PRODUCED BY GIS SYSTEMS ARE ACCEPTABLE. MAPS FROM TELEPHONE BOOKS WILL NOT BE ACCEPTED.

If possible, use a map to show where the project will be located. The information should be sufficient to locate the project on a local street map. Hand drawn maps or maps produced by GIS systems are acceptable. Maps from telephone books will not be accepted.

For bicycle and pedestrian projects, also indicate bicycle or pedestrian facilities intersecting the proposed facility. In addition, show any major land uses connected by the proposed facility, e.g., schools, shopping centers, office centers, recreation sites, and residential neighborhoods.

6. Planning Liaison Reviewed _____ (see pp 19-22 of application book for your Liaison; applications are due to the Liaison by March 18, 2011)

- ☐ Complete ☐ Missing information – must be completed before application will be processed
☐ Missing information that will result in immediate rejection

Project applications submitted by local sponsor agencies are required to be reviewed by their subregional planning area staff (Council of Mayors' Planning Liaisons). The planning liaison will review a sponsor's application and sign the application as having been reviewed and note any missing information to the

sponsor. The sponsor can then submit the application including any missing information to CMAP for consideration. Local sponsor agency applications will not be considered without the planning liaison review. The **deadline** for local sponsor agencies to submit their applications to the planning liaisons is **March 18, 2011**. A list of the planning liaisons and their contact information is available on page 20 of this document. If you are unsure of which subregional council that you need to contact, see pages 21 and 22 for a listing of the councils and the communities they represent. Local sponsor agencies are defined as any municipal government (villages and cities), park district, school district or township or similar body.

8. Support of Go To 2040 Form

Describe how the project implements a local or sub-regional comprehensive plan or program and how that plan or program is consistent with GO TO 2040. Please provide a link to the plan or program (if available online), a copy of the plan or program if practical, or relevant excerpts showing that the proposal implements the GO TO 2040 Plan. Please see the goals and objectives highlighted in the CMAQ Programming Policy that support CMAQ and GO TO 2040 on page 4.

8. Commuter Parking Structure Supplement Form

Project sponsors applying for CMAQ funds for a commuter parking structure must complete the supplement form in addition to the commuter parking application form. The supplement form provides additional information specific to parking structures (parking decks or garages) that is not required in the emission benefit analysis, but which will help the CMAQ Project Selection Committee establish priorities among proposals. The primary evaluation criterion for parking structure projects will be cost per kilogram of VOCs eliminated over the project life. Questions on the form are followed by descriptive text for the purpose of guidance in completing the form. For additional assistance, contact Holly Ostidick, CMAP staff, at (312) 386-8836.

9. Pedestrian Facility Supplement Form

Project sponsors applying for CMAQ funds for a pedestrian facility must complete the supplementary information form, “Pedestrian Facility Supplement” in addition to the “Bicycle and Pedestrian Facility Application Form.” The supplementary form provides additional information that is not required in the emission benefit analysis, but will help the CMAQ Project Selection Committee establish priorities among proposals. The primary evaluation criterion for pedestrian projects will still be cost per kilogram of VOCs eliminated over the project life. The form itself contains guidance on how to complete it. For additional assistance, contact Holly Ostidick, CMAP staff, at (312) 386-8836.

10. Input Module Worksheet, Actuated Controller Properties, Actuated Controller Coordination Form

Project sponsors applying for CMAQ funds for a traffic flow improvement must complete the supplementary information form, “Input Module Worksheet,” in addition to the “Traffic Flow Improvement Form.” The supplementary form provides additional information that is required in the emission benefit analysis. If

actuated controllers are already installed (or will be installed) at the location, the Actuated Controller Properties page of the worksheet must be included, along with as many Actuated Controller Coordination pages of the Input Module Worksheet as warranted, i.e., based on extended side-street leading left-turn phases. Attachment 2 and/or of the Project Scoping Report must also be completed. **Failure to submit the worksheets as required will result in an application not being considered for funding.** The form is intended to be self-explanatory. For additional assistance, contact Holly Ostlick, CMAP staff, at (312) 386-8836.

11. CMAQ Project Milestone Schedule

New for the FY 2012-2016 application process, milestone schedules are required for all non-transit projects that involve construction of a transportation facility project. The milestone schedule in conjunction with the project scoping document will help applicants develop a project timeline that incorporates the federal engineering requirements. Completing the schedule now will reduce project delays. Applications for bicycle/pedestrian facility projects, commuter parking projects (both surface and structures), and traffic flow improvements projects should include a milestone schedule. For help with the sequence of events and estimated review time see Attachment 4, Federal Aid Project Initiation to Completion Flow Chart (p. 44), and IDOT Local Roads and Streets' Mechanic of Project Management available at <http://www.cmap.illinois.gov/cmaq/default.aspx> with the other application materials.

FUND SOURCE CODES:

FEDERAL FUND SOURCES:		5309A	FTA NEW STARTS
5307	FTA URBAN FORMULA	5309C	FTA BUS DISCRETIONARY FUNDS
5309B	FTA SECTION 5309 (M) (1) (A) (RAIL)	5339	ALTERNATIVES ANALYSIS
5310	FTA ELDERLY/HANDICAPPED	BRR	HIGHWAY/BRIDGE REPLACEMENT/REHABILITATION PROGRAM
BRD	BRIDGE DISCRETIONARY PROGRAM	CSB	CLEAN SCHOOL BUS
CMAQ	CONGESTION MITIGATION/AIR QUALITY	DEM	SECTION 149 DEMONSTRATION FUNDS
CSTP	SURFACE TRANSPORTATION PRIORITIES (CONGRESSIONAL	ENRA	AMERICAN RECOVERY AND REINVESTMENT – ENHANCEMENT
EDA	ECONOMIC DEVELOPMENT ADMINISTRATION	FED-GEN	MULTITUDE OF FEDERAL SPONSORED PROGRAMS
EQB	EQUITY BONUS	HLS	HOMELAND SECURITY
FTA-LIV	FTA LIVABLE COMMUNITIES	HPP21	HIGH PRIORITY PROJECTS IN TEA-21
HPP	HIGH PRIORITY PROJECTS	HRA	AMERICAN RECOVERY AND REINVESTMENT - STATE/HIGHWAY
HPPLU	HIGH PRIORITY PROJECT IN SAFETEA-LU	HSR	HIGH SPEED RAIL
HSIP	SAFETY FUNDS	I-M	INTERSTATE MAINTENANCE
I-D	INTERSTATE DISCRETIONARY FUNDING	IST	INTERSTATE TRANSFER/TRANSIT
I-MD	INTERSTATE - MAINTENANCE DISCRETIONARY	JARC	JOB ACCESS AND REVERSE COMMUTE GRANTS
ITS	INTELLIGENT TRANSPORTATION SYSTEMS	NCP	NATIONAL CORRIDOR INFRASTRUCTURE IMPROVEMENT
LRA	AMERICAN RECOVERY AND REINVESTMENT – LOCAL	NHS	NATIONAL HIGHWAY SYSTEM
NEWF	NEW FREEDOM	PLH	PUBLIC LANDS HIGHWAYS
NRS	NATIONAL AND REGIONAL SIGNIFICANT PROJECTS	RLRIP	RAIL LINE RELOCATION & IMP PROGRAM
RECTP	RECREATIONAL TRAIL PROGRAM	SEC115	EARMARKED SURFACE TRANSPORTATION PROJECTS
SEC112	EARMARKED SURFACE TRANSPORTATION PROJECTS	SEC125	EARMARKED SURFACE TRANSPORTATION PROJECTS
SEC117	EARMARKED SURFACE TRANSPORTATION PROJECTS	SEC330	EARMARKED SURFACE TRANSPORTATION PROJECTS
SEC129	EARMARKED SURFACE TRANSPORTATION PROJECTS	STP-C	STP - COUNTY PROGRAMMED
SR2S	SAFE ROUTES TO SCHOOL	STP-L	STP - URBAN FUNDS - LOCALLY PROGRAMMED
STP-E	STP - ENHANCEMENT FUNDS	STP-S	STP - SAFETY FUNDS
STP-R	STP - RURAL FUNDS	TCSP	TRANSPORTATION & COMMUNITY & SYSTEM PRESERVATION
STP-U	STP - URBAN FUNDS - STATE PROGRAMMED	TIGGER	TRANSIT INVESTMENT IN GREENHOUSE GAS&ENERGY REDUC.
TIGER	TRANSPORTATION INVESTMENT GENERATING ECON RECOVERY	TRA5309	AMERICAN RECOVERY AND REINVESTMENT - 5309
TRA	AMERICAN RECOVERY AND REINVESTMENT - TRANSIT	STATE OF ILLINOIS FUND SOURCES:	
ILL	ILLINOIS	ICC	ILLINOIS COMMERCE COMMISSION
OGL	OPERATION GREENLIGHT TRANSIT	ILLT	ILLINOIS FUNDS FOR TRANSIT
LOCAL AND REGIONAL FUND SOURCES:			
CTEF	EMPOWERMENT FUNDS		
MFT-ALL	ALLOCATED MOTOR FUEL TAXES	GEN-OP	GENERAL REVENUES
RTA	REGIONAL TRANSPORTATION AUTHORITY	MFT-LOC	LOCALLY IMPOSED MOTOR FUEL TAXES
SCIP	100% SCIP	SB	SERVICE BOARD
TBD-LOCTO	BE DETERMINED - LOCAL FUNDS	SPEC	OTHER SPECIAL ASSESSMENT OR TAXING DISTRICT
PRV	PRIVATE	OTH	OTHER

TOLL	ILLINOIS STATE TOLL HIGHWAY AUTHORITY	TBD	TO BE DETERMINED
------	---------------------------------------	-----	------------------

ATTACHMENT 1

Transportation Control Measures from the 1990 Clean Air Act Amendments

- (i) programs for improved public transit;
- (ii) restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or high-occupancy vehicles (HOV);
- (iii) employer-based transportation management plans, including incentives;
- (iv) trip-reduction ordinances;
- (v) traffic flow improvement programs that achieve emission reductions;
- (vi) fringe and transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit service;
- (vii) programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during periods of peak use;
- (viii) programs for the provision of all forms of high-occupancy, shared-ride services;
- (ix) programs to limit portions of road surfaces or certain sections of the metropolitan area to the use of non-motorized vehicles or pedestrian use, both as to time and place;
- (x) programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas;
- (xi) programs to control extended idling of vehicles;
- (xii) [excluded from CMAQ funding];
- (xiii) employer sponsored programs to permit flexible work schedules;
- (xiv) programs and ordinances to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for single-occupancy vehicle travel, as part of transportation planning and development efforts of a locality, including programs and ordinances applicable to new shopping centers, special events, and other centers of vehicle activity;
- (xv) programs for new construction and major reconstruction of paths, tracks or areas solely for the use by pedestrian or other non-motorized means of transportation when economically feasible and the administrator shall also consult with the Secretary of the Interior.
- (xvi) programs to reduce motor vehicle emissions caused by extreme cold start conditions.

ATTACHMENT 2

Resource Documents and Web Sites

Final Guidance on the Congestion Mitigation and Air Quality Improvement Program Under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. Federal Highway Administration. October 20, 2008. Available at <http://edocket.access.gpo.gov/2008/E8-24704.htm>.

SAFETEA-LU 1808: CMAQ Evaluation and Assessment, Phase I Final Report. Federal Highway Administration. October 2008. Available at <http://www.fhwa.dot.gov/environment/cmaqpgs/safetealu1808/safetealu1808.pdf>.

The Congestion Mitigation and Air Quality Improvement Program: Assessing 10 Years of Experience (Special Report 264). 2002. Transportation Research Board. It is available through the Transportation Research Board, The National Academies, 2101 Constitution Ave. N.W., Washington, D.C. 20418, (202) 334-3213 or www.national-academies.org/trb/bookstore. It is also available as a pdf file at gulliver.trb.org/publications/sr/sr264.pdf.

Creating Transportation Choices: Congestion Mitigation and Air Quality Improvement Program Success Stories. August, 1999. USEPA Office of Transportation and Air Quality. Publication EPA420-K-99-001. Available from EPA's National Service Center for Environmental Publications at (800) 490-9198.

The Congestion Mitigation and Air Quality Improvement Program. Federal Highway Administration and Federal Transit Administration. 2000. Publication Number FHWA-EP-00-020. Available from Ross Patronsky at (312) 386-8796. The document is also available as a 1.1 MB pdf file at <http://www.fhwa.dot.gov/environment/cmaq/cmaqbroc.pdf>.

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. Public Law # 109-59, August 10, 2005. This can be obtained by calling your U.S. Senator or Representative or by contacting the US Government Printing Office at (866) 512-1800. SAFETEA-LU legislation with amendments and compiled code is also available at <http://www.fhwa.dot.gov/safetealu/index.htm>

Clean Air Act Amendments of 1990. Public Law # 101-549, Nov. 15, 1990. This can be obtained by calling your U.S. Senator or Representative or by contacting the US Government Printing Office (866) 512-1800. A “plain English” guide to the Clean Air Act (EPA-400-K-93-001, published in 1993) is also available from the US Government Printing Office or at <http://www.epa.gov/oar/caa/peg/index.html>. The Clean Air Act, as amended, is at <http://www.epa.gov/air/caa/>.

A Policy on Geometric Design of Highways and Streets, 5th Edition. American Association of State Highway and Transportation Officials. 2004. Available by calling AASHTO Publication Sales at (800) 231-3475. This can also be ordered on-line at <http://bookstore.transportation.org>.

Guide for the Development of Bicycle Facilities, 3rd Edition. American Association of State Highway and Transportation Officials. 1999. Available by calling AASHTO Publication Sales at (800) 231-3475. This can also be ordered on-line at <http://bookstore.transportation.org>.

AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities. American Association of State Highway and Transportation Officials. 2004. Available by calling AASHTO Publication Sales at (800) 231-3475. This can also be ordered on-line at <http://bookstore.transportation.org>.

Mechanics of Project Management, FHWA Process for Project Implementation. IDOT, District 1 Local Roads and Streets. May 2008. Available on the CMAQ pages of the CMAP website at http://www.cmap.illinois.gov/cmaq/fy2010_cmaq.aspx.

Bureau of Local Roads & Streets Manual - 2005 Edition. IDOT Bureau of Local Roads and Streets. January 2006. A manual which establishes uniform policies and procedures for the location, design and environmental evaluation of highway construction projects on the local highway system. Available at <http://www.dot.il.gov/blr/manuals/blrmanual.html>.

Highway Capacity Manual 2000. Transportation Research Board. Available through the Transportation Research Board, The National Academies, 2101 Constitution Ave. N.W., Washington, D.C. 20418 (202) 334-3213 or www.national-academies.org/trb/bookstore. Also available through McTrans at (352)392-0378 x242 or <http://mctrans.ce.ufl.edu> (Highway Capacity Software (HCS) is also available through this source).

For information on federal transportation and air quality planning, see:

- www.fta.dot.gov (Federal Transit Administration)
- www.fhwa.dot.gov (Federal Highway Administration)
- <http://www.fhwa.dot.gov/environment/cmaqpgs/index.htm> (CMAQ Program site at FHWA)
- <http://www.epa.gov/otaq/> (Environmental Protection Agency Transportation/Air Quality Center)
- www.epa.gov/air/oaqps (Environmental Protection Agency Office of Air Quality Planning and Standards)

The National Transportation Library <http://ntl.bts.gov> is a national repository of public and private materials related to transportation.

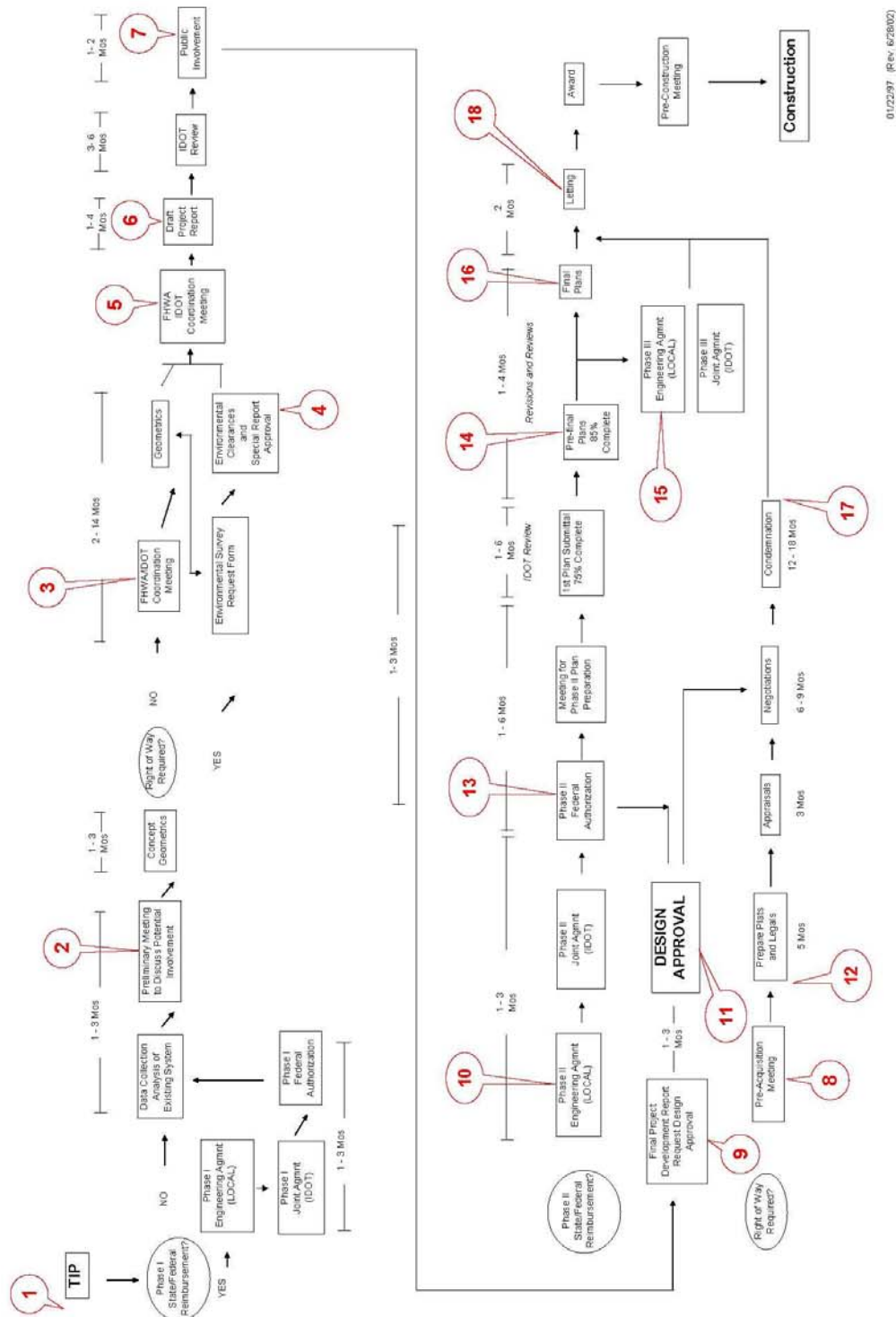
For information on the Partners for Clean Air, see www.cleantheair.org

ATTACHMENT 3
List of Preferred Abbreviations
Selected from the Illinois Road Information System (IRIS)

<u>Abbreviation</u>	<u>Description</u>	<u>Abbreviation</u>	<u>Description</u>
Al	Alley	Ovp	Overpass
Arc	Arcade	Prk	Park
Ave	Avenue	Pwy	Parkway
Blv	Boulevard	Pss	Pass
Br	Branch	Pat	Path
Brd	Bridge	Pik	Pike
Byp	Bypass	Pl	Place
C	Calle	Plz	Plaza
Cwy	Causeway	Pt	Point
Ctr	Center	Rd	Road
Cir	Circle	Rdwy	Roadway
Ct	Court	Row	Row
Cv	Cove	Rue	Rue
Ck	Creek	Sky	Skyway
Cre	Crescent	S	South
Crs	Crossing	SE	Southeast
Dr	Drive	SW	Southwest
E	East	Sq	Square
Ewy	Expressway	St	Street
Ex	Extended	Ter	Terrace
Fwy	Freeway	Twy	Throughway
Hwy	Highway	Tfy	Trafficway
La	Lane	Trl	Trailway
Lp	Loop	Tpk	Turnpike
Mal	Mall	Unp	Underpass
Mi	Miles	Wlk	Walk
N	North	Wal	Wall
NE	Northeast	Way	Way
NW	Northwest	W	West

ATTACHMENT 4

FEDERAL AID PROJECT FLOW CHART Initiation to Completion



FEDERAL AID PROJECT MILESTONE SCHEDULE

Municipality:	_____	Municipality	_____
Project:	_____	Council/Liaison	_____
Scope of Work:	_____	Consultant	_____
TIP #:	_____	IDOT	_____
TIP Years (Ph II / Const):	_____		
Section #:	_____		
Current Constr & E3 Cost (date: _____): \$ _____		Date Prepared:	_____
Fund Type(s): _____		Date Revised:	_____

	Projected Dates			Notes
	Initial Est.	Kick-Off	Revised/Actual	
1. Project Scoping				
2. IDOT Phase I Kick-off Meeting				
3. 1st State/Federal Coordination Meeting				
4. Categorical Exclusion Concurrence				
5. Design Variance Concurrence				
6. Submit Draft Phase I Report (PDR) to IDOT (a)				
7. Public Hearing/Meeting (or N/A)				
8. Right-of-Way Kick-off Meeting (or N/A)				
9. Submit Final Phase I Report (PDR) to IDOT (b)				
10. Submit Phase II Engr. Agreement to IDOT (or N/A)				
11. Phase I Design Approval				
12. ROW Acquisition Initiation (or N/A) (c)				
13. Phase II Engr. Agreement Approval (or N/A)				
14. Submit Pre-Final Plans and Estimates (d)				
15. Submit Phase III Engr. Agreement to IDOT				
16. Submit Final Plans, Specs & Estimates (PS&E) (e)				
17. ROW Acquisition Complete				
18. Construction Letting				

Notes:
 (a) 3 to 6 month review required per complexity and submittal quality
 (b) 1 to 3 month review
 (c) Minimum 9 to 18 months required from plats to acquisition
 (d) 85% minimum; 1 to 4 month review
 (e) 7 to 10 days before Springfield BLR due date

See IDOT Local Roads' Mechanics of Project Management
 "Federal Aid Project Initiation to Completion" Flow Chart for
 sequence of events and estimated review times.

File Name: P:\DATA\CATS\STP MILESTONES rev 7-2-09.xls[Sheet1]

ATTACHMENT 5

CMAQ Programming Policies (Revised 1-13-2011)

A: Programming of CMAQ Funds for New Projects

1) Application materials and requirements

- a) The applicant is solely responsible for application completeness.
- b) Applications submitted without the following will be rejected:
 - i) Complete project financing & CMAQ funding request section;
 - ii) Input Module Worksheets for traffic flow improvement projects only;
 - iii) Scoping Document for traffic flow improvements, commuter parking and pedestrian/bicycle projects only;
 - iv) Pedestrian/Parking Deck Supplements, if applicable;
 - v) Sign-off by the applicable Planning Liaison, for municipal sponsors only (see subsection A:1,d).
- c) If an application is missing other information, only one attempt will be made to collect that information (notice will be via a “read receipt” e-mail). The deadline for submission of missing information is 30 days from the date of the emailed notification from CMAP. If the sponsor does not respond by the deadline, the application will be rejected.
- d) Project applications submitted by municipal agencies (villages, cities, counties, park districts, school districts, forest preserve districts, townships, etc.) are required to be reviewed by their Council of Mayor’s Planning Liaison (PL).
 - i) The individual PLs are responsible for reviewing applications and advising the sponsor of missing information.
 - ii) The PL sign-off is incorporated into the application form.
 - iii) The deadline for submission for PL review is two weeks in advance of the deadline for submission to CMAP. The deadline for submitting applications to the PLs will be included in the CMAQ program development schedule.

2) Programming the funds

- a) The CMAQ program mark for a given fiscal year will be the northeastern Illinois share of the State’s federal apportionment adjusted for: amounts previously programmed in that fiscal year; funds made available due to projects removed or withdrawn from prior years’ programs; and increases to programmed amounts for existing projects.
- b) The CMAQ “A List” is comprised of all projects approved for funding by the MPO Policy Committee that do not yet have actual obligations and are not in the TIP. Projects will be moved from the CMAQ A List into the fiscally constrained TIP when the project sponsor notifies their Planning Liaison (for municipal agencies) or CMAP staff (other sponsors) that the project is ready for obligation and the reviewing agencies (IDOT/RTA) confirm that status. The Planning Liaison, sponsor or CMAP staff as appropriate will make the TIP change.
- c) A CMAQ “B List” of projects in the programming cycle will be approved by the MPO Policy Committee to identify projects that may be moved into the funded program prior to the next application cycle (see B:1,b,ii).
 - i) The B List will include non-funded projects with a reasonable cost/benefit ratio as well as the remaining portion of partially funded projects.
 - ii) The projects will be allowed to remain on the B List until a new B List is approved.
 - iii) A new B List is approved at the conclusion of the programming cycle and may or may not include any of the projects from the previous B List.
- d) Normally funding for all phases of a project will be considered in a single application.
- e) Occasionally proposals will be considered for funding of phase I engineering separately from the other phases.
 - i) In such cases, future phases of the project are not eligible for funding unless the phase I engineering has been submitted for design approval by June of the application cycle.
 - ii) Sponsors must apply for funding for all applicable subsequent phases; it is not automatically guaranteed.

- f) Sponsor's whose proposals do not seek CMAQ funding for phase I engineering must have submitted their phase I engineering to IDOT for design approval by June of the application cycle to be considered for funding of subsequent phases in the fiscal year/s of the application cycle.
 - i) Applicants completing phase I engineering with local funds must certify that they will meet appropriate federal standards.
 - ii) Project proposals that seek funding of later phases in out years will be considered on a case-by-case basis. (Out years are, for example, 2011, 2012, 2013 and 2014 in the 2010/11 application cycle.)
- g) All sponsors will be required to attend a mandatory project initiation meeting once CMAP has received the federal funding eligibility determinations from USDOT. The meeting will include distribution of necessary forms and information needed to initiate the projects and review of general project schedules and deadlines. Unless specific approval has been granted by CMAP, project consultants may not attend in the stead of project sponsors. Consultants are encouraged to accompany the project sponsors. Failure to attend will cause consideration of removal of the project from the program. This decision will be via recommendation of the CMAQ Project Selection Committee to the Transportation Committee and MPO Policy Committee.

B: Active Program Management of Projects

- 1) Review of project status for all projects with phases in the annual element will be conducted in May and October.
 - a) Each project phase (Eng-1, Eng-2, ROW, Constr., etc.) is allowed one schedule adjustment (i.e. "one-time move") to advance or defer the given phase of work over the lifetime of the project.
 - b) Projects that will not obligate their annual element phase or phases by the end of the Federal Fiscal Year (September 30) will be able to use that phase's one-time adjustment to the project schedule.
 - i) If the annual element phase is Phase I Engineering, however, it must be initiated (JRF submission or Grant agreement) by May of that fiscal year.
 - ii) Projects that have already adjusted their schedule once will be considered for removal from the program unless the additional delay is the direct result of actions outside of the sponsor's control as determined by the CMAQ Project Selection Committee.
 - iii) Projects that have been allowed a second schedule change for a given phase of work (i.e. those that have utilized both the project's one-time adjustment and a schedule change due to circumstances outside of the sponsor's control) will be subject to additional progress reporting requirements. If those requirements are not met, the entire project will be considered for removal from the program.
 - iv) All projects that fail to provide status report during May or October will be considered for removal from the CMAQ program.
 - c) Funds freed up by schedule adjustments will be reprogrammed. Funds available for reprogramming will be considered for:
 - i) Cost increases to programmed projects, as needed.
 - ii) Projects included in the "B List" for which the sponsor has requested TIP programming and have shown appropriate actual progress.
 - d) Grant applications must be submitted to FTA by the time of the May status updates for transit projects.
 - e) Job request forms (JRFs) must be submitted to IDOT by the time of the May status updates for non-transit projects.
 - f) Transit projects that have been obligated will be required to submit an expenditure update within 45 days of the end of each calendar quarter until the project is 100% complete.

ATTACHMENT 6

GO TO 2040 Focused Programming Approach (Approved 1-13-2011)



Chicago Metropolitan
Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

GO TO 2040 FOCUSED PROGRAMMING APPROACH FOR THE CMAQ PROGRAM

HISTORY

Since its inception, the Congestion Mitigation and Air Quality Improvement Program (CMAQ) in northeastern Illinois has focused on the two federally-mandated program goals – reducing congestion without the creation of additional single occupant vehicle highway capacity, and eliminating transportation-generated air pollution - ozone and particulates in northeastern Illinois. Now, with the launch of the GO TO 2040 comprehensive regional plan, our region can also guide the investment of CMAQ funds to help implement GO TO 2040. Meeting federal CMAQ program goals will retain its primacy.

The traditional approach to programming CMAQ funds has been to issue a call for projects, allowing all eligible government bodies in the region, the implementers, to propose transportation projects that meet the federal guidelines for the CMAQ program. These proposals were technically evaluated for their air-quality benefits; the proposals with the best cost/benefit ratio in each program category were typically recommended for funding. Additional considerations of project readiness, project mix, mode mix and sub-regional equity were also taken into account when developing a program. The first upcoming year was typically fully programmed and the next couple of years only partially programmed with phases that could not be completed in the first year.

This approach has several desirable features: air-quality and congestion relief benefits are maximized from among the projects submitted; many different communities have been encouraged to improve their transportation infrastructure, and implementers have incorporated consideration of CMAQ funds in their program development process. However, the program's overall impact, when viewed from a regional basis, has been diffuse because there was no overarching effort to coordinate the chosen projects.

APPROACH ADOPTED IN JANUARY 2011

A five-year CMAQ program of proposed improvements which improves air quality, mitigates congestion and helps implement GO TO 2040 (reflected in applicable improved Regional Indicator values), will be developed.¹

GOALS

¹ The Regional Indicators Project is a work in progress. Information on the Regional Indicators Project is available at www.metropulsechicago.org.

The overall goals of the CMAQ Program are to improve air quality and reduce congestion, as established in the Federal authorizing legislation.

OBJECTIVES

To carry out these goals, four objectives have been identified:

- **Localized Congestion Relief** – this will include projects aimed at reducing congestion through relieving both rail and roadway bottlenecks.
- **Operational Improvements** – this will include projects that reduce congestion by improving roadway, intersection, rail and transit operations.
- **Mode Shift** – this will include projects geared towards shifting travel from single-occupant vehicle travel to transit, non-motorized, and multiple-occupant modes.
- **Direct Emissions Reduction** – this will include projects geared directly towards reducing emissions through improving the efficiency of vehicles or switching to alternate fuels (e.g., diesel retrofits, GenSet technology, electric vehicles and support facilities for same).

ACTION AREAS

GO TO 2040 contains recommendations and identifies action areas that implement these objectives. For example, GO TO 2040 recommendations include:

- Many elements of livability can be supported through planning for land use and housing, including: support for transportation options including walking, bicycling, and transit; and
- A limited number of major capital expansions on the expressway and transit systems should be pursued.

Note: While CMAQ funds have helped implement major capital projects in the past, and have funded portions of CREATE projects and large traveler information projects, it is anticipated that these projects will use CMAQ funding only in targeted circumstances – portions of the overall project that have significant air quality impacts, for example. (Portions of these projects are not eligible for CMAQ funding, so in most cases, relying solely on the CMAQ program is not feasible, even aside from their large funding needs.)

Action Areas that implement the above-mentioned objectives are found in a number of plan sections. The following Implementation Action Areas are particularly relevant to CMAQ programming:

- Adopt best practices in new technologies
- Widely implement traveler information systems
- Establish seamless coordination between modes
- Include transit components as part of major highway capital projects
- Focus investment on maintenance and modernization (note that projects consisting solely of maintenance are not eligible for CMAQ funding)
- Prioritize and implement the CREATE Program
- Implement high-priority transit projects

FOCUSED PROGRAMMING

A hybrid of two alternatives for developing sets of projects will be used by the CMAQ Project Selection Committee (PSC): a modified “broadcast” call for projects, similar to the approach used in prior CMAQ programming cycles, and “direct programming,” in which projects will come from existing state, regional, subregional, and local plans and programs. The modified call for projects will be supplemented by “direct identification” of projects by groups of experts in various aspects of transportation. The directly identified projects will be considered along with the proposals submitted in response to the modified call.

The modified call for projects will be made directly to the major implementers and to the council of mayors planning liaisons (PLs) for distribution to implementers within their council area. During the call for projects, application materials will be made available that place the responsibility on willing sponsors to identify the plan or program containing the proposed project, and to indicate how the project will help implement GO TO 2040 by advancing the goals and objectives and action areas identified above.

Projects which come in for consideration through the direct identification process will come from existing plans and programs as noted, and will have particular significance in advancing the goals, objectives and action areas identified above. Sponsors will need to be found and be asked to confirm their commitment to these regionally proposed projects and to submit an application.

It is anticipated that the direct identification process will occur within the planning process of groups with a broad array of regional program goals, for example: addressing gaps and/or barriers, managing the system to achieve reliable and efficient performance, and improving the safety and security of all users.

The region has made a commitment to assist local and sub-regional planning efforts and it is anticipated that these local and sub-regional planning efforts will yield future proposals for CMAQ and other funding programs, as such planning efforts have done in the past.

IMPLEMENTATION

ACTION BY THE PROGRAM FOCUS GROUPS

Using the goals, objectives and action areas described above, four program focus groups – two ad hoc CMAP committees (one for direct emissions reductions and one for transit), the Bicycle and Pedestrian Task Force and the Regional Transportation Operations Coalition – will prioritize projects, whether submitted through the modified call or direct identification, with respect to goals, objectives and action areas appropriate for the CMAQ Project Selection Committee to consider for CMAQ funding. The technical air quality and congestion benefits of the prioritized projects will not be evaluated at this stage of the focused programming process, rather, in their deliberations, the program focus groups can consider the extent to which the regional indicators ([MetroPulse](#)) are improved by the projects. The recommended projects will need to provide a coherent, identifiable achievement over the five-year time frame, i.e. a focused program. Projects may only be recommended to the PSC which have a committed implementer.

The responsibility for initial review of responses to the call for projects, identifying significant projects in existing plans and programs that may further advance implementation of GO TO 2040, prioritizing projects, ascertaining sponsor commitment and providing project information will be roughly assigned as follows to the focus groups for the current CMAQ PSC project categories:

- Arterial and intersection improvements – Regional Transportation Operations Coalition (RTOC)
- Bicycle and pedestrian - Bicycle and Pedestrian Task Force
- Bottleneck relief – RTOC
- Diesel reduction – Ad hoc committee of USEPA, IEPA, RTA, railroads, subregional and local environmental departments, and other agencies as appropriate
- Intelligent Transportation System improvements (ITS) including signal interconnects/traffic management centers/transit signal priority systems – RTOC
- Transit (facility, equipment, service, parking) - RTA, service boards, CDOT, Counties and other agencies as appropriate
- Other and Demonstration – these will be considered by the most appropriate program focus group. A few proposals may not fit with any focus group; these will be considered directly by the CMAQ Project Selection Committee.

GO TO 2040 encourages a multi-modal approach and the program focus groups will be encouraged to consider projects that advance multiple modes. Implementers are encouraged to participate in groups outside of their traditional modal focus. For example, transit agencies are encouraged to take advantage of their participation on RTOC to provide their perspective on projects that would benefit both transit operations and highway users.

Some projects recommended by the program focus groups may not in the final analysis end up being good CMAQ projects, or there may be insufficient funds to program all good CMAQ candidate projects. Projects not selected for CMAQ funding will be kept as priorities by the program focus groups and could be considered for implementation with other funding.

The four program focus groups will be assisted by CMAP staff and will have only a reasonable amount of time, as set by the PSC, to send priority recommendations to the CMAQ Project Selection Committee.

ACTION BY THE CMAQ PROJECT SELECTION COMMITTEE

The CMAQ PSC will evaluate, discuss and develop the 5-year CMAQ program to be recommended to the MPO Policy Committee. CMAP staff will provide the PSC with the technical evaluation of the air-quality benefits of proposed projects. Considerations used for developing the CMAQ program by the PSC will include the air quality cost/benefit ratio in each program category and other technical evaluations, with appropriate consideration given to project readiness, project mix, mode mix, sub-regional equity, and achieving a focused program. All proposed projects in the recommended program will have to be eligible under the federal authorizing legislation.

All five years will be fully programmed. After the initial five year program, an annual or biennial update will occur to fill in the last years of funding given funding availability. Having multiple years fully programmed will assist in spending down the unobligated balance. Inherently, some projects are able to obligate quicker than others and having five fully funded years will allow projects that are moving forward to be obligated. “First ready, first funded” will be continued to assist in motivating project

sponsors to accomplish their project as quickly as possible so the air quality and congestion mitigation benefits are realized as soon as possible.

The CMAQ A List and CMAQ B List processes will still be in place. They have led to increased project accomplishment and accelerated the realization of air quality benefits and congestion mitigation. The CMAQ A List consists of all CMAQ projects programmed by the CMAP MPO Policy Committee that have not had any obligations. In the metropolitan Transportation Improvement Program (TIP), these projects are moved from “illustrative” status into the approved TIP when they are ready for federal authorization.

The CMAQ B List consists of projects that are not included in the CMAQ approved program but have reasonable benefits. Sponsors of projects on the CMAQ B List who have moved forward with pre-construction activities may request the PSC to add their project to the CMAQ program if funds are available. This creates healthy competition among implementers of CMAQ-funded projects to move forward on their projects.

Programming CMAQ projects’ individual phases for 5 years out will enable implementers to better budget the necessary matching funds and taking other implementation steps.

CONCLUSION

The approach to programming CMAQ funds in northeastern Illinois has been modified to help implement the recommendations of GO TO 2040. While maintaining the core goals of improved air quality and reduced congestion, the adopted approach will provide a coherent program of projects that can be implemented in a five-year time frame and that address specific goals, objectives and action areas in GO TO 2040. Four program focus groups will be organized and staffed by CMAP to review submissions and identify significant projects which could provide a focus to the CMAQ program. This information will be considered by the CMAQ Project Selection Committee as it develops the proposed CMAQ Program.

This focused programming approach will combine with current CMAQ program management policies to ensure a CMAQ program that provides continued air quality and congestion relief benefits, encourages prompt implementation of projects and helps advance the region toward the vision set out in GO TO 2040.



Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312 454 0400
info@cmaphillinois.gov

www.cmap.illinois.gov



The Chicago Metropolitan Agency for Planning (CMAP) is the region's official comprehensive planning organization. Its GO TO 2040 planning campaign is helping the region's seven counties and 284 communities to implement strategies that address transportation, housing, economic development, open space, the environment, and other quality of life issues. See www.cmap.illinois.gov for more information.

Cicero

